



UNITED STATES MARINE CORPS  
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION  
PO BOX 19001  
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

IN REPLY REFER TO:  
DepO 5050.7F  
G-3  
12 Aug 19

DEPOT ORDER 5050.7F

From: Commanding General  
To: Distribution List

Subj: POLICY AND PROCEDURES FOR VISITOR OPERATIONS

Ref: (a) DoD 5500.7R  
(b) MCO P1533.6E  
(c) MCO 5760.4C  
(d) MCO 10110.14M  
(e) MCO P5720.75 w/Erratum  
(f) DepO P10110.5J w/Change 1  
(g) DepO 1100.3E

Encl: (1) Visitor Operations Standing Operating Procedures

1. Situation. The Depot hosts numerous individuals and groups, military and civilian, each year. These visits represent an important aspect of the command's overall responsibility toward the recruiting effort and help establish cordial relations with the civilian community. Furthermore, these visits provide key civilian and military leaders, external to the Depot, with an appreciation of the organization, facilities, and mission of Marine Corps Recruit Depot, Parris Island (MCRD, PI).

2. Cancellation. DepO 5050.7E.

3. Mission. To promulgate policy and assign responsibility for the conduct of visits hosted by MCRD, PI per the references and the enclosures.

4. Execution

a. Commander's Intent

(1) Purpose. To provide visitors with a safe, informative, and enjoyable experience while also providing an appreciation of the Marine Corp's mission aboard the Depot.

(2) Method. We will accomplish this mission by supporting and stewarding all visitor operations aboard the Depot in a safe, efficient, and streamlined manner. All visits will include a detailed preparation, execution, and departure plan. First, each visitor and visiting group will be thoroughly vetted and received by Depot personnel. Secondly, each visitor and visiting group will be properly escorted during their stay aboard the Depot. The departure of each visitor or visiting group will be supervised by Depot personnel.

(3) End-state. To ensure that visits hosted by MCRD, PI are executed safely and efficiently.

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b. Concept of Operations. MCRD, PI will support visits that are in the best interest of the Eastern Recruiting Region (ERR) and MCRD, PI mission set. Visits to MCRD, PI may be sponsored by the G-3, Protocol, Office of Strategic Communication (COMMSTRAT), or Marine Corps Community Services (MCCS). Once a visitor or visiting group has formally requested a visit, they will be received and escorted during the execution of their stay aboard the Depot, and depart when their visit has concluded. The Assistant Chief of Staff (AC/S), Operations and Training (G-3), is authorized to deny any visit if it is determined that the visit would adversely affect the Depot mission, or if it would be inappropriate to host that particular group.

c. Tasks

(1) AC/S, Operations and Training (G-3)

(a) Exercise staff cognizance for the policies, procedures, and conduct of visits aboard the Depot.

(b) Coordinate all G-3 sponsored visits.

(c) Conduct coordination briefs/meetings for sponsored visits prior to execution.

(d) Ensure sponsored visitors complete and submit a Release and Hold Harmless Agreement prior to the start of their visit as required.

(e) Coordinate security measures for Protocol and COMMSTRAT visits as required.

(f) Provide a list of available training events to Protocol and COMMSTRAT to support their sponsored visits.

(g) Be prepared to provide band support as required.

(h) Oversee all requests for Drill Instructor (DI) escorts on and off the Depot in order to limit impacts to training aboard the Depot.

(2) AC/S, Installations and Logistics (G-4)

(a) Be prepared to provide bus drivers, buses, baggage trucks, and vehicles for sponsored visits as required.

(b) Be prepared to provide guests access to mess halls as required.

(3) Protocol

(a) The Aide de Camp will coordinate with Marine Corps Air Station (MCAS) Beaufort for high-profile guests of the Commanding General (CG) arriving via government air.

(b) Coordinate all protocol sponsored visits.

(c) In cooperation with G-3, prepare a letter of instruction (LOI) for protocol visits requiring Recruit Training Regiment (RTR), Weapons and Field Training Battalion (WFTBn), and/or Headquarters and Service Battalion (HQSVCBn) support.

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(d) Attend G-3 coordination briefs/meetings for protocol-sponsored visits prior to execution.

(e) Coordinate billeting for distinguished guests at the Beaufort River Inn (BRI).

(f) Coordinate DI escorts through the G-3.

(g) Coordinate with G-4 to arrange transportation for protocol-sponsored visits as required.

(4) COMMSTRAT

(a) Coordinate all COMMSTRAT sponsored visits.

(b) Prepare a Letter of Instruction (LOI) for COMMSTRAT-originated visits.

(c) Attend coordination briefs/meetings for COMMSTRAT-sponsored visits prior to execution.

(d) Ensure COMMSTRAT-sponsored visitors complete and submit a Release and Hold Harmless Agreement (figure 1-3) prior to the start of their visit as required.

(e) Coordinate with G-4 to arrange transportation for COMMSTRAT-sponsored visits as required.

(f) Provide limited administrative support such as file footage, photographs, press kits, and Depot background information upon request.

(g) To the maximum extent possible, utilize the Douglas Visitors Center or COMMSTRAT Marines to escort COMMSTRAT-sponsored visits.

(h) COMMSTRAT-sponsored visits must be authorized and coordinated through the G-3.

(i) Maintain the Douglas Visitors Center.

(5) Director, MCCA

(a) Attend coordination briefs/meeting for MCCA-sponsored visits prior to execution as required.

(b) Any visit requiring military escorts external to MCCA must be authorized and coordinated through the G-3.

(c) Be prepared to coordinate access and catering for groups visiting venues such as Traditions, Legends, and the Lyceum.

(6) Commanding Officer (CO), HQSVCBn

(a) Provide officers and staff noncommissioned officers (SNCOs) to escort visitors and groups as required.

(b) Provide Marines to serve as baggage handlers for visits as required.

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(c) Provide male and female Marines to eat meals with guests as required for events such as Educators Workshops.

(d) Provide the Depot Mascot for group pictures as required.

(7) CO, RTR

(a) Review and provide recommendations for proposed itineraries in support of sponsored visits.

(b) Provide male and female Marines and recruits to eat meals with guests as required for events such as Educators Workshops.

(c) Provide seating for visitors at recruit graduation and family day ceremonies as required.

(d) Provide recruits to clean M16A4 rifles at the armory in support of Educators Workshops as required.

(e) Provide cleaning supplies and toilet paper for all visitors staying in barracks. Submit unfunded deficiencies as required.

(f) Notify the G-3 if DI escorts exceed the sustained rate of six (6) male and two (2) female escorts per day during February/March/April/May (FMAM) and four (4) male and one (1) female escorts per day during the remainder of the year.

(g) Be prepared to provide briefs, tours, and practical application of Leatherneck Square (LNS), martial arts, receiving, recruit barracks, obstacle courses, and the combat training pool. Practical application does not apply to the combat pool. See figure 1-4 for further guidance on authorized activities.

(h) Approve all DI support to Recruiting Station (RS) visits for the upcoming semi-fiscal year period no later than 1 September for October through March and NLT than 1 March for April through September.

(8) CO, WFTBn

(a) Provide officers and SNCOs to escort visitors and groups as required.

(b) Provide briefs, tours, and practical application of the Crucible. See APPENDIX A and figure 1-4 for additional guidance on authorized activities.

(c) Provide male and female Marines to eat meals with guests as required for events such as Educators Workshops.

(d) Provide orientation and safety briefs, protective equipment, and practical application of the rappel tower as required. See figure 1-4 for additional guidance on authorized activities.

(e) Provide briefs and practical application of the Indoor Simulated Marksmanship Trainer (ISMT).

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(f) Conduct a familiarization fire exercise, and provide a safety brief and hearing protection for applicable group visits as required.

(9) CO, 1st, 4th, 6th Marine Corps Districts (MCDs)

(a) Provide to G-3 a list of guests submitted by the RSs and report the number of projected attendees and biographical information of Very Important Persons (VIPs) to the CG (Attn: G-3) no later than ten (10) working days prior to the Educators Workshops.

(b) No later than two weeks prior to the educators arriving, provide to the G-3 a list of recruits from the respective RS that will meet with educators.

(c) Provide a brief to educators outlining Marine Corps educational programs, MCCS programs, and other opportunities for Marines.

(d) Provide RS escorts for assigned Educators Workshops.

(e) Conduct an after action meeting with participants in the Educators Workshops, and provide a report to the G-3 no later than two weeks after the event.

(f) Coordinate, finalize, and confirm all commercial flight arrival and departure schedules for Educators Workshops.

(g) Coordinate/finalize all hotel arrangements for educators.

(h) Coordinate all dinner arrangements for educators to include meal vouchers.

(i) Coordinate all DI escort requests for RS visits and poolee functions semi-fiscally in accordance with the submission deadlines set forth in chapter 9 of this order.

d. Coordinating Instructions

(1) Depot staff and major subordinate element (MSE) sponsored visits will be coordinated with G-3.

(2) The number of DI escorts employed for visits both on and off installation at any time is limited to a sustained rate of six (6) male and two (2) female DI escorts and a maximum of eight (8) male and three (3) female DI escorts per day during February, March, April and May (FMAM). During the remainder of the year, the sustained rate of escorts will be four (4) male and one (1) female, and a maximum of six (6) male and two (2) female. One (1) male DI, one (1) female DI, and one (1) company-grade officer will be assigned to each Educators Workshop. The sustained rate of Youth Program visits aboard the Depot will be three (3) per week to minimize the impact on MCRD, PI facilities, personnel, and recruit training.

(3) The sponsoring staff section will ensure visitors understand the limits of medical care. The Depot will only provide emergency care and transportation to a civilian medical treatment facility.

5. Administration and Logistics

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5. Administration and Logistics


a. Recommendations will be forwarded to the G-3 via the appropriate chain of command.

b. The G-3 will exercise staff cognizance and is responsible for a periodic Depot-wide review of this order.

6. Command and Signal

a. Command. This order is applicable to all personnel and guests conducting visits aboard MCRD/ERR Parris Island.

b. Signal. This order is effective the date signed.

  
C. U. WILLIAMS  
Chief of Staff

DISTRIBUTION: A

LOCATOR SHEET

Location: \_\_\_\_\_  
(Indicate location(s) of copy(ies) of this manual.)

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change



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## Chapter 1

### VISIT REQUEST PROCEDURES

1. General. This chapter provides detailed information on the policy, definitions, authorities, responsibilities, and procedures associated with Depot visits.
2. Background. The visits request procedure facilitates a timely and streamlined process for review, approval, and coordination. Timelines are set in place to ensure each visit is properly vetted and reconciled with current operations in order to properly and effectively facilitate the Depot's mission for all visits aboard MCRD, PI. Visits will normally be limited to Monday through Friday, except by special approval of the AC/S, Operations and Training (G-3).
3. Priorities. Prioritization of visits is as follows: RS visits, Educators Workshops, ROTC, military colleges, JROTC, reunion groups, U.S. Naval Sea Cadet Corps, Young Marines (YM), Boy Scouts, Civil Air Patrol, and civilian groups.
4. Responsibilities
  - a. AC/S G-3. Specifically responsible for overall coordination of Educators Workshops, RS visits, military colleges, civilian law enforcement visits, Reserve Officer Training Corps (ROTC), Junior Reserve Officer Training Corps (JROTC), Scouts of America, Girl Scouts Civil Air Patrol, U.S. Naval Sea Cadet Corps, Young Marines (YM), and high-ranking military officials (O-5 and below) who are not Parade Reviewing Officials (PROs) or guests of the CG.
  - b. Protocol. Specifically responsible for overall coordination of PRO visits and invited guests (O-6 and above) of the CG.
  - c. COMMSTRAT. Specifically responsible for overall coordination of non-protocol civilian visits. Specifically, media visits, subject matter expert preparation, and visits that provide media escort for visits expected to garner public interest. Additionally, COMMSTRAT will provide coverage of operationally significant visits. AC/S G-3 must approve all COMMSTRAT-sponsored visits requiring MSE support.
5. Procedures. The Depot will coordinate and support requests as follows:
  - a. An originating agency or group submits a visit request to the Depot via the AC/S G-3, Protocol, COMMSTRAT, or MCCS no later than 60 days prior to the desired visit. Coordination begins once a visit request is received by phone, facsimile, mail, or e-mail. The visits request form can be found at [WWW.MCRDPI.MARINES.MIL/VISITORS/VISITS](http://WWW.MCRDPI.MARINES.MIL/VISITORS/VISITS). Once the request form is filled out completely, send the document via email to BARR\_SMB\_MCRDPI\_VISITS@USMC.MIL.
  - b. The receiving Depot agency will review the request within 48 hours.
  - c. Within seven (7) days of the submission of the request, the receiving Depot agency will reconcile, coordinate, and submit the visit request to the AC/S G-3 for review and approval.

d. Within 21 days of the submission of the request, the AC/S G-3 will ensure a legal review is completed, conduct a reconciliation, and approve or disapprove the visit.

e. Within 38 days of the submission of the request, the draft itinerary will be staffed to affected commands/staff sections for comments and to determine supportability. The CG or the Chief of Staff (C/S) will approve all protocol itineraries, COMMSTRAT submissions, and all visits not normally conducted aboard the Depot.

f. Within 39 days of the submission of the request, the Depot sponsor will contact the visiting group coordinator to confirm the visit.

g. Within 41 days of the submission of the request the Letter of Instruction (LOI) for the specific visit will be signed for dissemination.

h. Within 42 days of the submission of the request, the signed LOI will be published to subordinate commands.

i. At 14 days prior to the execution of the visit, the AC/S G-3 visits section will conduct a confirmation meeting at 1000 in the AC/S G-3 conference room. All escorts will be solidified.

j. At 7 days prior to the execution of the visit, the AC/S G-3 visits section will conduct a final confirmation meeting at 1000 in the AC/S G-3 conference room. Verification of completed and signed requisite documentation of the visiting group will be conducted.

k. No later than two (2) days prior to the visit, the sponsoring staff section shall send arrival Date/Time and visitor manifest information to the Provost Marshal's Office (PMO).

Group Visits Checklist

1. All visiting groups shall complete and submit a Visit Request Form to MCRD, PI Visitor Operations no later than 60 days prior to the desired visit.
2. Once the visit is approved the point of contact listed on the Visit Request form will be notified via phone or email correspondence.
3. No later than 10 days prior to the group visit, the visiting group representative\* shall send the following:
  - a. Alphabetized visitor roster, to include notes that identify visitors with special needs.
  - b. Signed "Rules of the Road" document.
4. If participating in physical activities aboard MCRD Parris Island, upon arrival, the visiting group shall provide their MCRD senior escort with a completed and signed "Hold Harmless Agreement\*\*" for each person.

\*Senior Escorts shall collect and verify that every visitor in the visiting group has completed and signed requisite documentation. Visitors who fail to provide requisite documents shall not be permitted to participate in physical training events aboard MCRD Parris Island. All requisite documents will be turned in to MCRD Parris Island Visitor Operations and kept on record for no less than (2) years.

\*\*If a JROTC unit, completed and signed "JROTC Release Form" for each student.

All requisite documents are located at the following URL:  
[http://www.mcrdpi.usmc.mil/graduation/group\\_visits.asp](http://www.mcrdpi.usmc.mil/graduation/group_visits.asp)

Send all requisite documentation to MCRD Parris Island Visitor Operations:  
PARR\_SMB\_MCRDPI\_VISITS@USMC.mil, or fax to (843) 228-3024; DSN Prefix: 335

Mailing Address:  
MCRD Parris Island Visitor Operations  
Headquarters and Service Battalion  
Bldg 144, Floor 3, Room 300  
MCRD Parris Island, SC 29905

Phone Numbers: (843) 228-2034, (843) 228-1182; DSN Prefix: 335

Figure 1-1. Group Visit Checklist

## Online Visit Request Form

**MCRD Parris Island Group Visit Request Form****ALL REQUESTS MUST BE SUBMITTED 60 DAYS PRIOR TO VISIT**

Submit through email via PARR\_SMB\_MCRDPI\_VISITS@usmc.mil.

NO VISITS WILL START OR END ON A WEEKEND OR HOLIDAY.

NO VISITS WILL SPAN LONGER THAN 3 DAYS.

ALL VISITORS MUST CONFIRM RECEIPT OF THEIR REQUEST WITHIN 24 HOURS OF SUBMISSION.

Call (843) 228-2034 Mon - Fri 8:30 a.m. to 3:30 p.m. EST to confirm your visit.

Failure to do so could create a delay in support for the visit.

Type of Organization:	<input type="text" value="Other"/>	<b>Date Submitted:</b> <input style="width: 100%;" type="text"/>	
Contact Name:	<input style="width: 100%;" type="text"/>		
Name of Organization:	<input style="width: 100%;" type="text"/>		
Address:	<input style="width: 100%;" type="text"/>		
City:	<input style="width: 100%;" type="text"/>	State: <input style="width: 50%;" type="text"/>	Zip: <input style="width: 50%;" type="text"/>
Phone:	<input style="width: 100%;" type="text"/>	Cell Phone:	<input style="width: 100%;" type="text"/>
		Work:	<input style="width: 100%;" type="text"/>
Email:	<input style="width: 100%;" type="text"/>		
Size of visiting party:	Male: <input style="width: 50%;" type="text"/>	Female: <input style="width: 50%;" type="text"/>	Chaperones: <input style="width: 50%;" type="text"/>
Full Name and Rank of General/Foreign Officers or VIP's Visiting:			
<input style="width: 100%;" type="text"/>			

**Purpose of Visit**

(be as specific as possible as to what your group wants to do on Parris Island):

Activities Available to JROTC Groups include but are not limited to: Museum, ISMT, COD, FT, PX, Yellow Foot Prints and Receiving Tour, use of Base Library, Movie Theater, Bowling Alley, Pool for Recreational Swim. Contact Depot Visits at 843-228-2034 for information.

		<b>NO. DAYS REQUESTED</b> <input style="width: 100%;" type="text"/>
Preferred Arrival Date:	Preferred Departure Date:	
Expected Arrival Time:	Expected Departure Time:	
Billeting Requested:	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Billeting is available ONLY for ROTC, JROTC, Young Marines and Military Liaison visits. (NO EXCEPTIONS WILL BE MADE)		
Attending Colors:	Yes <input type="checkbox"/> No <input type="checkbox"/>	
(Friday Only)		
Attending Graduation:	Yes <input type="checkbox"/> No <input type="checkbox"/>	
(Friday Only)		
Please list any special considerations for visit: e.g., handicap accessibility, special needs		

☐ G-3 Approval: 

Figure 1-2. Online Visit Request Form

RELEASE AND HOLD HARMLESS AGREEMENT  
AND  
INDEMNIFICATION AGREEMENT

In consideration of \_\_\_\_\_ (Name of Participant) being allowed to participate in any way with activities related to physical training including, but not limited to the obstacle course, confidence course, leadership reaction course, and pugil stick training at the Marine Corps Recruit Depot, Parris Island, South Carolina from \_\_\_\_\_ to \_\_\_\_\_ (Date), the undersigned agree to the following:

1. That prior to participating, I agree to inspect the facilities and equipment to be used, and if I believe that anything is unsafe, I will advise the United States Marine Corps of such condition and refuse to participate.

2. That I acknowledge and fully understand that each participant will be engaging in activities that are known to involve risk of serious injury, including permanent disability and death, and severe social and economic losses which might result not only from our own actions, inaction or negligence, but the actions, inactions or negligence of others, the rules of play, or the conditions of the premises or any of the equipment used. Further, that there may be other risks not known to us or not reasonably foreseeable at this time.

3. That I assume all risks and accept all responsibility for any damages following such injury, permanent disability or death that might result to myself.

4. That I intend to be legally bound, and do hereby release, waive, discharge and covenant not to sue the United States Navy, United States Marine Corps, its administrators, officers, directors, agents, coaches, teachers, instructors, or other employees or volunteers of the organization, or the owners and leasers of the premises used to conduct the event, all of which are hereafter referred to as the "releasees", from any and all liability to each of the undersigned, his or her heirs, and next of kin for any claims, demands, losses or damages on account of any injury, including death and permanent or partial disability or damage to property, caused or alleged to be caused in whole or in part by the negligence of the releasees or otherwise in connection with and/or arising out of my travel to, participation in, and return from the event. I understand that in transporting me, the United States Government is not acting as a common carrier for hire and does not bear the liabilities attached to that status.

5. That I agree to indemnify and hold harmless the Department of the Navy, the U.S. Marine Corps, its administrators, officers, directors, agents, teachers, instructors, or other employees or volunteers, or owners or leasers of the premises used to conduct the class against all civil actions or claims for loss or damage to my property or the injury, death, disease, or disability to the undersigned that is caused or alleged to have been caused in whole or in part from any act having any connection with and/or arising out of my participation in the class.

6. That should I sustain injury or illness while participating in the activities described above, I hereby authorize any emergency first aid, medication or surgery deemed necessary by licensed medical personnel. I give permission for the attending medical personnel to execute on my behalf any

necessary medical documents or permission forms and to act in my behalf if I am not able to do so.

7. That, I understand the United States Navy will not provide medical care (except on an emergency basis) for any injuries or disease occurring during the activities described above. I certify that I have sufficient medical insurance coverage to pay for any medical treatment should an injury occur. I agree to reimburse the Government for any medical care provided.

8. I certify that I am not currently under a physician's care, am in good health, and have no reason to believe that I am not physically capable of safely participating in the activities described above.

I, THE UNDERSIGNED HAVE READ THE ABOVE RELEASE AND HOLD HARMLESS AGREEMENT, AND UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS AND MADE CERTAIN IMPORTANT GUARANTEES BY SIGNING IT AND HEREBY SIGN IT VOLUNTARILY.

\_\_\_\_\_  
Participant Signature,  
or if Participant is a Minor,  
Legal Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\*\*\*\*\*

In the event I am injured and cannot be resuscitated, herein below is listed an emergency contact name and telephone number and I do hereby authorize the United States Navy to release any and all information on my injury and/or death.

\_\_\_\_\_  
Emergency contact and telephone number

Figure 1-3. Release and Hold Harmless Agreement



## Authorized Training Activities

AUTHORIZED TRAINING ACTIVITIES AND REQUIREMENTS				
	EDU WORK SHOP	ROTC/MILITARY COLLEGES	MCJROTC	YOUTH PROGRAMS (9)
COD	X	X	X	X
PT		X	X (1)	X (1)
OBSTACLE COURSE	X	X	X (2)	X (2)
CONFIDENCE COURSE	X (3)	X	X (3)	X (3)
CONDITIONING HIKE		X (4)		
UNARMED CLOSE COMBAT	X	X (6)	X (6)	X (6)
SWIM (REQ)		X	X	X
ISMT	X	X	X	X
FAM FIRE	X	X	X (7)	
RAPPELLING	X (8)	X (8)		
NBC EXERCISE		X		
BAYONET ASSAULT COURSE (AT LNS RUBBER RIFLES)	X	X		
CRUCIBLE (ALL REACT AND WARRIOR STATIONS)		X		
CRUCIBLE (TIMTINK; MACKIE'S PASSAGE, NOONAN'S EVAC, ANDERSON'S FALL, LAVILLE'S DUTY, LRC)	X	X		

## NOTES:

1. PT for JROTC and YM Groups are limited to Warm Up and Table PT Exercises only.
2. JROTC and YM Groups are limited to an observation of the Obstacle Course.
3. The following obstacles may be negotiated: Run, Jump, Swing, Inclined Wall, Arm Walk, and Arm Stretcher.
4. No Marches over 3 Miles are authorized.
5. Corpsmen required.
6. Only unarmed martial arts are authorized; the only authorized lessons are: MA-1.02 (Fundamentals of the Physical Discipline), MA-1.05 (Falls), MA-1.04 (Punches)
7. Only if authorized by the CG.
8. Only wall rappelling is authorized; no "Australian" or helio. The minimum age for rappelling is 12 years old. However, the rappel master may allow a younger age to rappel based on strength, ability, etc.
9. Youth Programs include groups such as Navy/Air Force/Army JROTC, Young Marines, Scouts of America, Girl Scouts, Sea Cadets, and Civil Air Patrol and other organized youth groups.

Figure 1-4. Authorized Training Activities

## JROTC Orientation Visit Release Form

JROTC ORIENTATION VISIT RELEASE FORM  
(TO BE COMPLETED IF VISIT OCCURS DURING THE SCHOOL YEAR)

We hereby request that our student \_\_\_\_\_  
 \_\_\_\_\_ be permitted to take part in the orientation  
 visit to \_\_\_\_\_. The trip is sponsored by the (Circle One)  
 Air Force, Army, Navy, Marine Corps (Circle One) ROTC/JROTC and sanctioned by  
 \_\_\_\_\_. The group will leave  
 \_\_\_\_\_ on \_\_\_\_\_ and return to  
 \_\_\_\_\_ on \_\_\_\_\_.

If our request is granted, we unqualifiedly assume full responsibility for any acts of misconduct or negligence committed by our student in connection with the aforementioned trip which may result in damage, destruction, or harm to any property or injury or death to any person or persons. Notwithstanding the misconduct or negligence of my student, I agree to release the U. S. Government and the U. S. Marine Corps from responsibility and liability for any injury, death, or damage to property belonging to my student, which results from his/her participation in ROTC/JROTC events.

This request is made with the knowledge that our student will take part in various activities which may include, but are not limited to: orientation flights on Government aircraft; visits aboard naval vessels; participation in familiarization firing of individual weapons or simulated weapons; transportation in waterborne landing craft, tracked vehicles, etc., and physically demanding events such as obstacle and confidence courses, conditioning marches, rappelling, nuclear biological chemical training, live fire, bayonet assault course, warrior stations, leadership reaction course, crucible events, martial arts techniques, periods of close order drill and physical training events.

To the best of our knowledge, our child has no physical ailments or medical conditions which would preclude participation in such aforementioned activities. We also certify that we have sufficient medical insurance coverage to pay for any medical treatment, should an injury occur.

\_\_\_\_\_  
 Signature of Parent(s) or Legal Guardian(s)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Home Address

\_\_\_\_\_  
 Telephone Number

\_\_\_\_\_  
 School Official's Signature (Principal, JROTC Instructor)

TEACHER NOTIFICATION: The teachers' signatures on the reverse of this form signify that the above student is performing satisfactorily in his/her academic studies at this time and his/her absence from classes will not significantly hinder performance in the course.

TEACHERS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SCHOOL NOTIFICATION: The signatures below signify that the above student is performing satisfactorily in his/her academic studies at this time and his /her absence from classes will not significantly hinder performance in his/her classes.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
School Sponsor's Signature

\_\_\_\_\_  
Print Name (School Sponsor)

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Principal's Name

Figure 1-5. JROTC Orientation Visit Release Form

## Rules of the Road

Please read and initial the following rules and requirements, and fill out your information below:

- The assigned escorts are the official representatives of the CG.
- The chaperones are directly responsible for the actions of their attendees.
- Any request for changes to the schedule during the visit will be forwarded to the G-3 via the group's senior escort.
- Meals rates will be sent to your group once you submit your Visit Request. Please note the following:
  - Please pay the fee before eating by check, a money order, finance voucher, or form 2277 (official Marine Corps groups only).
  - Preferable method of payment is by separate check for each meal for the total amount, made payable to "U.S. Treasury". **\*\*\*No cash payments please\*\*\***
  - A roster broken down by cadets/visitors and chaperones must accompany each check/meal.
  - If your group is scheduled to eat in a DoD mess hall, please adhere to the schedule. If you must cancel, please provide at least a 72-hour notice in order to avoid wasting the food. If you do not provide sufficient notice, your group will be required to pay the full meal rate and/or pay in advance for future visits.
- I understand I may have the opportunity to visit the exchange, museum, bowling alley, library and Subway during the visit. Groups of children will have a chaperone at all times.
- I understand I may have the opportunity to observe the combat training pool during the visit. In order to safely and effectively facilitate training, my group may only be authorized a specific or limited number of individuals to observe at a time.
- While in the barracks, guests will not leave the building after lights out, except in an emergency.
- Guests will not possess or consume alcohol or tobacco products in the barracks at any time.
- Guests will not enter the DI hut or use the footlockers while in the barracks.
- Guests will have an appropriate water source such as a canteen, camel-back, Nalgene bottle or similar source with a minimum capacity of 32 ounces in their possession for the entirety of their visit.
- Any intentional defacement or damage to the barracks or government property will result in immediate removal of the group from the Depot. The group will be held responsible for the cost of replacement and/or repair.
- Guests will not talk to or address any recruit without escort supervision.

— Medic 1 and 2 will perform any necessary emergency medical treatment. The patient will be transported to an appropriate medical facility. Military personnel (active, reserve, or retired) and their immediate family members who require medical or dental attention will receive treatment at the Beaufort Naval Hospital.

— Non-military personnel who require medical attention will receive treatment from Beaufort Memorial Hospital. Non-Military personnel requiring urgent care are advised to seek immediate care at Beaufort Memorial Hospital, or receive treatment from appropriate civilian providers.

— I verify that all visit participants have been provided or are covered under an adequate health insurance policy protecting the student in case of accident or injury.

— I verify that all visit participants have current school physical evaluations on file in the school's main office.

— I will notify MCRDPI visits section if any visit participants are members of the MCJROTC program under stipulation in the student's (IEP) or 504 assignment or are participating on an associate basis, and acknowledge they are responsible for the safety of all students. I acknowledge and agree to these rules and requirements and take responsibility for the actions of members of my group. I further understand that failure to abide by these rules could lead to the group's removal from the Depot with no invitation to return.

Your Group's name	Print Your Name	Signature and
Date		

Figure 1-6. Rules of the Road

## Chapter 2

### INFORMATION FOR ESCORTS

1. General. This chapter provides detailed information on the policy, definitions, authorities, responsibilities, and procedures associated with MCRD, PI visits.

2. Background. Visiting groups and protocol-sponsored individuals will be assigned an escort while aboard MCRD, PI. Escorts will follow the itinerary prepared for each visit, and facilitate the visit experience so as to ensure an enjoyable experience for the visitor(s). While the senior escort is responsible for following the itinerary, they are also key to ensuring the itinerary is executed safely. The senior escort shall ensure that they abide by the Escort Checklist for Group Visits (Figure 2-1) prior to allowing visitors to participate in physical activities.

### 3. Procedures

a. Escorts may be assigned from any major subordinate element aboard Parris Island. Special/influential, non-VIP visits, and all other special circumstances requiring escorts will be tasked on a case-by-cases basis. All other escorts will be assigned as follows:

(1) The Protocol Section will normally provide escorts for:

(a) Congressional fact-finding bodies, commissions, or their equivalents.

(b) General Officers (GO), Senior Executive Service (SES) grade civilians, or equivalents who are invited guests of the CG.

(c) PROs

(2) Recruit training officers and DIs will normally provide escorts for:

(a) Educators Workshops (the senior escort will be a company grade officer from RTR).

(b) ROTC, JROTC, and YM visits

(c) RS visits (off-depot)

(d) General Officers, Senior Executive Service personnel, or as directed by the AC/S G-3.

(3) Escorts from HQSVCBn and WFTBn may be selected for:

(a) Marine Corps Leagues

(b) Platoon Reunions

(c) Ladies clubs, March of Dimes, Walk America (if required)

(d) Visits focusing exclusively on the Crucible or Marine Corps Marksmanship.

4. Escort Duties

a. The escort shall act as a liaison and advisor to the visiting group. They are authorized to oversee the sequence of events scheduled by the visiting group and the Depot AC/S G-3. They shall ensure the group is where they need to be and de-conflict any issues regarding the time, location, safety and support required for any particular event. Should the group request a change to their schedule for any reason, the escort will contact the G-3 for approval.

b. Due diligence must be exercised to ensure selected escort personnel project a positive physical appearance and reflect professionalism, confidence, and maturity when speaking in front of a group.

c. The originating staff section or MSE is responsible to provide a detailed brief to escorts to ensure mission success.

d. Neither the Branch Medical Clinic (BMC) nor the Naval Hospital Beaufort (NHB) is authorized to provide routine medical care to visitors. Such cases will be referred to Beaufort Memorial Hospital (BMH). In the event of a serious injury or emergency case, Medic 1/Medic 2 will be notified and provide immediate care. If required, the patient will be transported to BMH. See APPENDIX B for non-emergent authorized transportation methods.

e. Escorts shall not accept personal gifts, perks, or payment of any kind from visitors.

### Escort Checklist for Group Visits

1. G-3 provides contact information for the group to the escort, with a roster of visitors, Operation Risk Management (ORM) worksheets, and safety considerations.
2. Contact the visiting group prior to their arrival to coordinate link-up information.
3. Notify AC/S G-3 of any changes to the schedule in the LOI.
4. Upon link-up, collect Hold-Harmless Agreement forms (Figure 1-3) from each visitor before activities begin. Do not allow visitors to participate in physical training if they do not turn in a completed and signed Hold-Harmless Agreements. Turn these forms in to the AC/S G-3.
5. Review ORM Worksheets (see APPENDIX A) before each training event.
6. Brief the group on the following safety considerations:
  - a. Hydration
  - b. Nutrition
  - c. Sun protection
  - d. Animal protection
  - e. Bug protection
  - f. Emergency medical care (911)
7. Demonstrate proper techniques for the following events:
  - a. Obstacle Course
  - b. Confidence Course (approved events only)
  - c. PT (if applicable)

Figure 2-1. Escort Checklist for Group Visits



### Chapter 3

#### PROTOCOL VISITS

1. Background. The protocol section was established to coordinate all activities for invited guests of the CG and Parade Reviewing Officials.
2. Procedures. The protocol section will receive requests from a wide variety of sources, often on short notice. All visit requests that meet the criteria for the protocol section will be forwarded to the Chief of Staff (CoS) and the protocol officer.
3. Activities. Protocol-sponsored visits will often focus on the Family Day and Graduation Ceremonies but may also include the following events:
  - a. Command Brief with the CG or a designated Command Representative.
  - b. Guided tour of the Depot and Depot facilities.
4. Logistics
  - a. Billeting. The protocol section will coordinate billeting for their sponsored visitors at the Beaufort River Inn (BRI), the Osprey Inn, or the Temporary Lodging Facility on Marine Corps Air Station (MCAS) Beaufort, as required.
  - b. Messing. Any dining facilities aboard the Depot may be tasked to provide messing support for VIPs. Protocol will designate a single point of contact to ensure payment for meals. Guests and escorts are required to pay the appropriate meal rate and surcharge.
  - c. Transportation. Transportation of VIPs may be coordinated through G-4 as required.
  - d. MCCS. The CG or CoS may authorize the Marine Corps Exchange (MCX) and MCCS facilities privileges.
  - e. Medical. Medical and dental support will be provided only to active duty and retired military personnel and their dependents in cases of emergency.

Chapter 4

EDUCATOR WORKSHOP VISITS

1. Background. The purpose of the Educators Workshop Program is to enable selected educators from communities throughout the ERR to visit MCRD, PI and become acquainted with Marine Corps recruit training and develop an appreciation for the making of Marines.

2. Procedures. The Commanding Officers of the MCDs will approve guest lists submitted by the RSs and report the number of projected attendees and biographical information of VIPs to the CG (Attn: AC/S G-3) no later than ten (10) working days prior to the Educators Workshop. The AC/S G-3 will forward a copy of the biographical information to the commanding officer, RTR (Attn: S-3) and the protocol section (as required). Information will include name, professional affiliation, civic or other group affiliations, prior military service and whether or not the individual has previously visited Parris Island.

a. Care will be taken to ensure that guests are selected based on their persuasive, lasting influence in the community and are in a position to assist local recruiters in identifying qualified young men and women for possible enlistment. Invitations to news media representatives should be included.

b. Caution should be exercised to preclude an undue focus on political leaders or civil servants, guests who attended past command visits, former Marines, members of veterans organizations, or spouses/parents of recruits or potential recruits unless those individuals meet the guest selection criteria in their own right.

c. Persons with little knowledge of the Marine Corps are preferred over those who have previously demonstrated their interest in, or support of, the Marine Corps.

d. AC/S G-3 will coordinate with ERR Operations, AC/S G-1, AC/S G-8, and the Aide de Camp for development of a Smart Pack so that COMMSTRAT can begin production no later than two weeks prior to the beginning of the Educators Workshop season.

e. Educators will receive a Continuing Education Credits letter signed by the CG upon the conclusion of the Workshop.

f. G-3 will submit a civilian authorization letter to fire a military service rifle via the Automated Message Handling System (AMHS) to Plans, Policies, & Operations (PPO) / Headquarters Marine Corps (HQMC) 90 days prior to the execution of the first Educators Workshop.

3. Conduct. A confirmation brief will be conducted in order to ensure coordination by all parties involved. Required confirmation brief attendees include the AC/S G-3, AC/S G-4, appropriate MCD, COMMSTRAT, RTR, WFTBn, HQSVCBn, all escorts, and MCCS.

a. Activities. The AC/S G-3 will provide the MCDs a proposed schedule of events far enough in advance to enable the MCDs to make comments concerning the specific desires of each individual visiting group. Authorized training activities are outlined in (Figure 1-4).

(1) District personnel accompanying the Educator Workshop visits are responsible for the control and accountability of the guests for the duration of the visit. They are not responsible for the conduct of the orientation aboard MCRD, PI and have no authority to change or modify the scheduled itinerary as published by the LOI.

(2) The following events will be included for MCRD, PI:

- (a) Command Brief/CG's remarks.
- (b) Morning Colors.
- (c) Recruit Graduation.
- (d) Crucible brief, tour, and practical application.
- (e) Rappel brief, demonstration, and practical application.
- (f) ISMT brief, tour, static display of weapons, and practical application exercise.
- (g) Participate in weapons familiarization live fire.
- (h) Observe and conduct the confidence course and pugil stick training.
- (i) A meal in any of the mess halls with recruits from the respective recruiting station/region. Every effort will be made to allow educators to meet with recruits from the same school they represent. The MCDs will provide a list of recruits, from the respective RS, to the AC/S G-3, who will coordinate with RTR for their availability.
- (j) A meal with recruits in a designated training area.
- (k) Receiving brief and tour.
- (l) Tour of recruit squad bay.
- (m) Brief/tour of combat training pool.

b. Media Representatives. Marketing/Public Affairs (MPA) Representatives are encouraged to include media representatives; however, the following requirements must be met:

(1) The MPA non-commissioned officer (NCO) assigned to each RS will submit to MCRD, PI COMMSTRAT a roster of media representatives participating in each command visit. This roster will include the type of media (print, radio, or broadcast), network affiliation (if any), names and telephone numbers, the purpose of the coverage, general story line, and any particular aspects of recruit training the media may wish to see.

(2) MPA NCOs will remain with specific media representatives, unless directed by the media officer. It is the MPA NCO's responsibility to determine media needs and desires and to coordinate appropriately with Parris Island COMMSTRAT.

(3) Requests for interviews with individuals aboard the Depot must be submitted in writing no later than ten (10) days prior to the Educators Workshop to permit scheduling and availability of personnel. Requests for interviews with the CG or CoS will include telephone approval to the MPA NCO from MCRD, PI COMMSTRAT to expedite planning between the MPA NCO and requesting media outlet. Requests for recruit interviews shall include the recruit's full name, social security number, and the date the recruit reported to MCRD, PI, if known.

#### 4. Logistics

a. Billeting. Billeting in the Beaufort area is the responsibility of the hosting MCD. Billeting will not be provided aboard MCRD, PI.

b. Messing. MCDs will designate a single point of contact that will ensure payment for expenses incurred during the course of the visit. When dining at a mess hall, guests and Marines will be required to pay both the current meal rate and the appropriate surcharge. Advance coordination should be made to verify costs of meals.

(1) Guests may dine in any MCCS facility aboard MCRD, PI. Guests will be provided the opportunity to subsist in a recruit mess hall at some point during their visit.

(2) MCDs may not fund Educator Workshops dining in local restaurants.

c. Transportation. Transportation to the Beaufort area is the responsibility of the MCD. MCRD, PI will provide surface transportation for guests while touring the respective installations. While the use of privately owned vehicles on the part of guests is an authorized mode of transportation for arrival and departure, all guests will utilize the transportation provided during the conduct of the actual visit.

d. Medical. Neither BMC nor NHB is authorized to provide routine medical care. Such cases will be referred to BMH. In the event of a serious injury or emergency case, Medic 1/Medic 2 will be notified and provide immediate care. If required, the patient will be transported to BMH. See APPENDIX B for non-emergent authorized transportation methods.

#### e. Uniform/Dress Requirements

(1) Guests should wear comfortable and appropriate seasonal clothing for touring the Depot and conducting practical application exercises, as well as proper attire for dinners.

(2) Marines accompanying the visit are authorized to wear the seasonal modified Dress Blue uniform.

f. Escorts. In addition to RS personnel, one RTR company-grade officer, one male DI, and one female DI will escort each workshop. Follow the Escort Checklist for Group Visits in accordance with Figure 2-1.

## Chapter 5

### REUNIONS/MARINE CORPS LEAGUE VISITS

1. Background. The people who comprise these tour groups normally consist of retired and former Marines, family members of retired and former Marines, retired and former members of other branches of the U.S. Armed Forces, and friends and supporters of the Marine Corps.

#### 2. Conduct

a. Activities. Visiting groups will be allowed and encouraged to observe and visit the following events and activities when an escort is available:

- (1) Receiving/"Yellow footprints".
- (2) Close combat/pugil stick training.
- (3) Confidence Course.
- (4) Marksmanship training (snapping-in only; tour groups will not be allowed on the firing line but are allowed use of the ISMT).
- (5) Crucible.
- (6) Rappelling.
- (7) Swim training.
- (8) Graduation.
- (9) Recruit physical training (PT) sessions.

#### b. Facility Use

- (1) The CG or CoS may authorize MCX privileges on a limited basis for souvenirs.
- (2) MCCS recreational facilities are open and available to all visitors.
- (3) The Parris Island Museum is open to all visitors.
- (4) Full commissary and MCX privileges are available only to retired military personnel and dependents of active and retired personnel with a valid and current military identification card.

#### 3. Logistics

a. Billeting. Billeting (e.g., Hotel, Osprey Inn) is the responsibility of the visiting group. Use of squad-bays is not authorized.

b. Messing. Any dining facility aboard the Depot may be used in support of these visits if it does not interfere with training.

c. Transportation. Requests will be considered on a case-by-case basis due to limited assets.

d. Medical. Neither BMC nor NHB is authorized to provide routine medical care. Such cases will be referred to BMH. In the event of a serious injury or emergency case, Medic 1/Medic 2 will be notified and provide immediate care. If required, the patient will be transported to BMH. See APPENDIX B for non-emergent authorized transportation methods.

e. Escorts. DI escorts will not normally be available for reunion visits.

## Chapter 6

### MILITARY LIAISON VISITS

1. Background. These types of visits are normally composed of active duty members of the U.S. Armed Forces. These groups are interested in the mission execution at MCRD, PI. These groups may be drill sergeants from Fort Jackson, SC, Marine recruiters, officers from other service schools, or officers up to and including flag officers from other services.

2. Procedures. Military Liaison visits will be assigned escorts based on the focus and scope of the visit. Coordination for Military Liaison visits will be through the AC/S G-3 and the sponsoring MSE.

3. Conduct. All Depot facilities and services may be made available to these organizations if training aboard the Depot permits.

4. Logistics.

a. Billeting. Billeting is available at the Osprey Inn or the Temporary Lodging Facility on MCAS Beaufort. Reservations and billeting accommodations will be the responsibility of the visiting unit. Billeting for VIPs at the Beaufort River Inn (BRI) should be coordinated through the Protocol Office.

b. Messing. Base dining facilities are available for active duty military only. Non-military visitors may be granted authorization to dine at base dining facilities at the current meal rate with appropriate surcharges.

c. Transportation. Transportation will be coordinated by the visiting unit and sponsoring MSE.

d. Medical. Neither BMC nor NHB is authorized to provide routine medical care. Such cases will be referred to BMH. In the event of a serious injury or emergency case, Medic 1/Medic 2 will be notified and provide immediate care. If required, the patient will be transported to BMH. See APPENDIX B for non-emergent authorized transportation methods. Medical and dental support will be provided only to active duty and retired military personnel and their dependents in cases of emergency.

## Chapter 7

ROTC/MILITARY COLLEGE VISITS

1. Background. The purpose of the ROTC/Military College Visit Program is to familiarize members of visiting groups with the Marine Corps' recruit training process. Per references (a) and (b), Marine Corps installations are directed to provide training and other support.

a. Navy, Marine Corps, Army, and Air Force ROTC/Military College units will be limited to no more than a three day visit. However greater flexibility may be given to units if there is no impact to recruit training. Billeting is limited on the Depot and will be provided as available. Messing will be arranged through the G-4. ROTC/Military College groups conducting training will have their surcharges waived while the unit chaperones will pay the full rate (meal plus surcharge). ROTC/Military College units will be responsible for ensuring that each midshipmen/cadet/student possesses a suitable water source of no less than 32 fluid ounces at all times (i.e. Canteen, Nalgene Bottle, Camel Back, etc.) for the duration of the visit.

b. Marine Officer Instructor (MOI)/Senior Marine Instructor (SMI)/Naval Science Instructor (NSI)/Officer-in-Charge (OIC). Chaperones of visiting ROTC/Military College units are responsible for leadership, control, discipline, health and welfare, and accountability of the unit's personnel. They have no authority to change or modify the schedule as published in related LOIs. Current editions of reference (a) contain further information concerning the responsibilities of the MOI and SMI prior to and upon completion of an orientation visit.

2. Conduct. Every effort will be made to facilitate training venues and support as long as the desired training events do not interfere with recruit training schedules. Figure 1-4 outlines authorized training for these groups. Any deviation or request to conduct training outside of these guidelines must be approved through AC/S G-3.

a. Basic Daily Routine. The Basic Daily Routine (BDR) is flexible. The AC/S G-3 will schedule reveille, breakfast, lunch, dinner, taps, and free time as they may vary from unit to unit.

(1) Reveille. Normally, reveille is scheduled for 0500. Meal times or departure times may justify an earlier reveille. Reveille may be conducted at a later time as long as this allows sufficient time to adhere to the orientation schedule.

(2) Taps. Taps is generally scheduled for 2200; however, events such as observation of night training and certain recreational events may cause taps to be conducted at a later time. Units arriving at MCRD/ERR Parris Island after 1700 will conduct taps only after all essential check-in procedures have been accomplished.

(3) Sleep. Every attempt will be made to ensure the opportunity for eight hours of sleep.

(4) Free Time. Activities during free time are the responsibility of the MOI/SMI/SNI. Liaison with AC/S G-3 is required when facilities on MCRD, PI are used.



(5) Physical Training. Flag conditions will be verified before the conduct of any physical training event to include conduct of obstacle courses or portions of the Confidence Course at LNS. It is the responsibility of both the group chaperones and the escort to monitor participants for signs of exhaustion or fatigue.

b. Training Events. Authorized training activities for ROTC and Military College units are outlined in Figure 1-4. Corpsman requirements for ROTC/Military College units will be scheduled by the AC/S G-3. In no case will the training of a recruit series be cancelled or rescheduled to allow an ROTC/Military College unit to participate in the same training.

c. Observation of Recruit Training Events. ROTC/Military College units are prohibited from participating in certain training events; however, upon approval from the AC/S G-3, they may observe certain events to the maximum extent possible. See figure 1-4 for authorized training activities and requirements. Examples of events which they may observe include:

- (1) Morning Colors.
- (2) Graduation.
- (3) Close Combat Instruction and Training.
- (4) Table 1, Fundamental Rifle Marksmanship (FRM) skills; and Table 2, Basic Combat Rifle (BCR) skills.
- (5) Crucible
- (6) Squad Bay routine with recruits.

d. Recreational Activities. Requests to participate in some type of recreational event during the orientation visit will be accommodated whenever possible. As a general rule, recreational events will be scheduled during the latter part of visits.

(1) MCRD Activities. Swimming in the Building 165 MCCA outdoor pool, use of the Depot Theater, library, bowling alley, or museum visits are authorized. These activities are conducted as a unit. ROTC midshipmen/cadets may utilize Traditions. The AC/S G-3 will coordinate with MCCA to prevent conflicts with private parties, Educators Workshops, etc.

(2) MCAS Beaufort Tours. For all ROTC/Military College orientation visits scheduled by HQMC, MCAS Beaufort may also provide an orientation in conjunction with MCRD, PI. The duration of a MCAS Beaufort orientation is generally 1/2 day. All units desiring a tour of MCAS Beaufort must request such a tour in writing to the Commanding Officer, MCAS Beaufort, with an information copy sent to the CG, MCRD, PI (Attn: AC/S G-3).

(3) Additional Activities. Recreational or sightseeing activities outside the Depot, (i.e. historical sites or Hunting Island State Park), are the responsibility of the unit's officer-in-charge (OIC) to coordinate, conduct, and supervise. Such recreational activities should be scheduled well in advance of the unit's arrival. The AC/S G-3 will allocate sufficient unscheduled time for the activity.

### 3. Logistics

a. Billeting. Billeting will be provided by RTR on a space available basis. If females are included, they will be segregated from the males. A chaperone will be present at all times with the unit. RTR will be informed of the male/female breakdown for billeting of all visiting units as soon as that information is available. Males and females will be billeted on separate floors in the same barracks. Billeting for the OIC and chaperones will be with the unit at the barracks. The DI Hut, classroom, and series commanders' office space will not be used for billeting by the chaperone(s) staying with ROTC/Military College units. The DI escort will physically inspect all quarters assigned to ROTC/Military College units for cleanliness, cleaning supplies, linen, maintenance, safety etc., prior to the unit's arrival and departure.

b. Messing. ROTC and Military College units may be authorized to utilize Depot messing facilities during their stay.

c. Transportation. Visiting ROTC/Military College units will provide their own transportation to the Depot, and will be encouraged to provide organic transportation assets during their tour. In the case of units which request transportation support while aboard the Depot, approval will be withheld until availability of transportation assets can be determined.

d. Medical. Safety is the paramount concern in all ROTC/Military College visits. Personnel who are associated with these visits will be familiar with the procedures contained herein.

(1) Release Forms. Per reference (a), the Release and Hold Harmless Agreement will be filled out and signed prior to arrival. Completed release forms will be provided to the AC/S G-3, via the escort, during check-in.

(2) Emergency Procedures. In the event of a serious injury or emergency case, Medic 1/Medic 2 will be notified and provide immediate care. If required, the patient will be transported to BMH.

(3) Medical Treatment. Neither BMC nor NHB is authorized to provide routine medical care for non-Department of Defense (DoD) personnel. Such cases will be referred to BMH. In the event of a serious injury or emergency case, Medic 1/Medic 2 will be notified and provide immediate care. If required, the patient will be transported to BMH. See APPENDIX B for non-emergent authorized transportation methods.

(5) Dental Treatment. The Branch Health Clinic, Dental (BHCD) is not authorized to provide routine dental care for visiting ROTC/Military College units.

(6) Emergency Phone Numbers. Parents of midshipmen/cadets/students may need to contact them while they are aboard MCRD, PI. The AC/S G-3 will provide the Command Duty Officer (CDO) with the location and telephone number of all visiting ROTC/Military College units. Whenever a call of an emergency nature is received, the individual concerned will be afforded the opportunity to return the call at their own expense.

## Chapter 8

YOUTH PROGRAMS

1. Background. The purpose of the Visits Program is to familiarize members of visiting groups with the Marine Corps' recruit training process. Per references (a), (b), and (c) Marine Corps installations are directed to provide training and other support.

a. Navy, Marine Corps, Army, and Air Force JROTC, Young Marines (YM), Sea Cadets, Scouts of America, Girl Scouts, Civil Air Patrol (CAP) and other youth organization groups will be limited to no more than a Monday through Friday observation visit. Billeting is limited on the Depot and will be provided as available. Messing will be arranged through the G-4. Groups conducting training will have their surcharge waived while the unit chaperones will pay the full rate (meal plus surcharge). Groups will be responsible to ensure that each cadet possesses a suitable water source of no less than 32 fluid ounces at all times (i.e. Canteen, Nalgene Bottle, Camel Back, etc.) for the duration of the visit.

b. Chaperones of visiting groups are responsible for leadership, control, discipline, health and welfare, and accountability of the unit's personnel. They have no authority to change or modify the schedule as published in related Letters of Instruction (LOIs). Current editions of reference (a) contain further information concerning the responsibilities of the JROTC Instructors prior to and upon completion of an orientation visit.

2. Conduct. Visits will typically be three (3) days in length for JROTC and similar groups. The visits are intended to provide maximum exposure to the Marine Corps by allowing the participants to experience robust, motivating activities. Day one will begin no earlier than 1200 and include a four (4) hour block of activities. Day two will include an eight (8) hour block of activities. Day three will have a four (4) hour block of activities that will end no later than 1200. Units under this category will depart the Depot directly after 1200 on the third day.

a. Atmosphere. The nature of orientation visits aboard MCRD, PI is an orientation of the Depot; it is in no way intended to resemble the atmosphere of "recruit training." DI escort conduct is outlined as follows:

(1) Repetition. Drill Instructors will not conduct "get backs" at any point during an orientation visit.

(2) Incentive Physical Training. Incentive Training is not authorized.

(3) Movements. Movements aboard MCRD, PI should be conducted at a quick-time pace or a slower walking pace except during scheduled physical training (PT).

b. Basic Daily Routine. The Basic Daily Routine (BDR) is flexible. The AC/S G-3 will schedule reveille, breakfast, lunch, dinner, taps, and free time as they may vary from unit to unit.

(1) Reveille. Normally, reveille is scheduled for 0500. Meal times or departure times may justify an earlier reveille. Reveille may be conducted at a later time as long as this allows sufficient time to adhere to the orientation schedule.

(2) Taps. Taps is generally scheduled for 2200; however, events such as observation of night training and certain recreational events may cause taps to be conducted at a later time. Units arriving at MCRD/ERR Parris Island after 1700 will conduct taps only after all essential check-in procedures have been accomplished.

(3) Sleep. Every attempt will be made to ensure the opportunity for eight hours of sleep.

(4) Free Time. Activities during free time are the responsibility of the group's chaperones. Liaison with AC/S G-3 is required when facilities on MCRD, PI are used.

(5) Physical Training. Flag conditions will be verified before the conduct of any physical training activity to include conduct of portions of the Confidence Course at LNS. It is the responsibility of both the group chaperones and the escort to monitor participants for signs of exhaustion or fatigue.

c. Training Events. Authorized training activities for the different types of visiting groups are outlined in Figure 1-4. In no case will the training of a recruit series be cancelled or rescheduled to allow a visiting group to participate in the same training.

d. Observation of Recruit Training Events. Visiting organizations are prohibited from participating in certain training events; however, upon approval from the AC/S G-3, they may observe certain events to the maximum extent possible. See enclosure 1-4 for authorized training activities and requirements. Examples of events which they may observe include:

(1) Morning Colors.

(2) Graduation.

(3) Close Combat Instruction and Training.

(4) Table 1, Fundamental Rifle Marksmanship (FRM) skills; and Table 2, Basic Combat Rifle (BCR) skills.

(5) Crucible

(6) Squad Bay routine with recruits.

e. Recreational Activities. Requests to participate in some type of recreational event during the orientation visit will be accommodated whenever possible. As a general rule, recreational events will be scheduled during the latter part of visits.

(1) MCRD Activities. Swimming in the Building 165 MCCA outdoor pool, use of the Depot Theater, library, bowling alley, or museum visits are authorized. These activities are conducted as a unit. The AC/S G-3 will coordinate with MCCA to prevent conflicts with private parties, Educators' Workshops, etc.

(2) MCAS Beaufort Tours. For all orientation visits scheduled by HQMC, MCAS Beaufort may also provide an orientation in conjunction with MCRD, PI. The duration of a MCAS Beaufort orientation is generally 1/2 day. All groups desiring a tour of MCAS Beaufort must request such a tour in writing to the Commanding Officer, MCAS Beaufort, with an information copy sent to the CG, MCRD, PI (Attn: AC/S G-3).

(3) Additional Activities. Recreational or sightseeing activities outside the Depot, (i.e. historical sites or Hunting Island State Park), are the responsibility of the unit's OIC to coordinate, conduct, and supervise. Such recreational activities should be scheduled well in advance of the unit's arrival. The AC/S G-3 will allocate sufficient unscheduled time for the activity.

### 3. Logistics

a. Billeting. Billeting will be provided by RTR on a space available basis. If females are included, they will be segregated from the males. A chaperone will be present at all times with the visiting group. RTR will be informed of the male/female breakdown for billeting of all visiting units as soon as that information is available. Males and females will be billeted on separate floors in the same barracks. Billeting for the OIC and chaperones will be with the unit at the barracks. The DI Hut, classroom, and series commanders' office space will not be used for billeting by the chaperones. The DI escort will physically inspect all quarters for cleanliness, cleaning supplies, linen, maintenance, safety etc., prior to the unit's arrival and departure.

b. Messing. Per references (b) and (c), for installation approved JROTC orientation visits or training events, mess hall meals/Meals, Ready to Eat (MRE) are to be issued at no cost. If a JROTC unit is not conducting an approved orientation visit or training event, such as a visit to a museum or attending an air show, then each individual is responsible to pay the appropriate meal rate. In either case, JROTC instructors/staff must pay the full meal rate. Subsistence support requirements for JROTC cadets shall be included in Operations and Maintenance Marine Corps (O&MMC) budgets per reference (b). All other youth programs will pay the discount meal rate for students via check or cash. Every effort will be made to include a meal with a female DI to get some limited exposure.

c. Transportation. Visiting units will provide their own transportation to the Depot, and will be encouraged to provide organic transportation assets during their tour. In the case of units which request transportation support while aboard the Depot, approval will be withheld until availability of transportation assets can be determined.

d. Medical. Safety is the paramount concern during orientation visits. Personnel who are associated with these visits will be familiar with the procedures contained herein.

(1) Release Forms. Per reference (a), the Release and Hold Harmless Agreements will be filled out and signed prior to arrival. Completed release forms will be turned into the AC/S G-3, via the escort, during check-in.

(2) Emergency Procedures. In the event of a serious injury or emergency case, Medic 1/Medic 2 will be notified and provide immediate care. If required, the patient will be transported to BMH.

(3) Medical Treatment. Neither BMC nor NHB is authorized to provide routine medical care for non-DoD personnel. Such cases will be referred to BMH. In the event of a serious injury or emergency case, Medic 1/Medic 2 will be notified and provide immediate care. If required, the patient will be transported to BMH. See APPENDIX B for non-emergent authorized transportation methods.

(5) Dental Treatment. The Branch Health Clinic, Dental (BHCD) is not authorized to provide routine dental care for visiting groups.

(6) Emergency Phone Numbers. Parents of cadets and students may need to contact them while they are aboard MCRD, PI. The AC/S G-3 will provide the CDO with the location and telephone number of all visiting group. Whenever a call of an emergency nature is received, the individual concerned will be afforded the opportunity to return the call at their own expense.

e. Supervision

(1) One (1) adult male chaperone is required for ten (10) male cadets/students, and one adult female chaperone is required for ten (10) female cadets/students. If the chaperone is retired military the ratio may be increased to 20 cadets.

(2) One (1) male DI escort will be assigned to each visit. If available, a female DI will be assigned for a group with more than ten (10) female cadets. Due to limited DI availability, scheduling, and workloads, the DI will only enter the barracks for inspection prior to arrival and departure.

## Chapter 9

RECRUITING STATION (RS) VISITS

1. Background. DIs will be sent to recruiting functions in RS Areas of Responsibility (AOR). Although these visits will have priority tasking for DI support, timely, pre-planned coordination with the AC/S G-3 is essential to help ensure RS requests for DI support are supportable.

2. Conduct

a. The AC/S G-3 Visits staff non-commissioned officer-in-charge (SNCOIC) will oversee, approve, and track the semi-fiscal year schedule after coordinating with the Recruit Training Regiment and Marine Corps Recruiting Command (MCRC). Changes to the semi-fiscal year schedule and last-minute requests must be submitted no later than sixty (60) days in advance and will be considered on a case-by-case basis pending DI availability. Requests for and questions about new and existing visits made directly to the AC/S G-3 from RSs will be directed to the respective MCD Pool Coordinator via the chain of command.

b. MCDs are required to submit DI support requests for each semi-fiscal year to the AC/S G-3 no later than 1 August for October through March and no later than 1 Feb for April through September. Requests for DIs will not exceed a maximum of five (5) days, including travel to and from MCRD, PI. Normally, no more than forty (40) males per each ERR MCD, and sixteen (16) females per each of the six (6) MCRC MCDs will be allocated per fiscal year. Requests for additional support will be considered on a case by case basis. If requesting a female DI, specify how she will be utilized as nationwide priority for female DIs will go to large poolee functions. DI support to an RS for any reason will be counted against that MCD's DI support allocation for the fiscal year. Events in which DIs can provide assistance include but are not limited to:

- (1) Poolee functions.
- (2) High school visits, presentations, and career days.
- (3) Poolee and command recruiting activities.
- (4) Interviews with prospective applicants.
- (5) Motivational talks with poolees.
- (6) Radio, TV, and media presentations.
- (7) Family nights.
- (8) Judging of drill competitions.

c. MCDs are encouraged to consolidate their functions in order to provide maximum effectiveness for their recruiting needs.

## APPENDIX A

## Operational Risk Management Forms

RISK MANAGEMENT WORKSHEET						
1. Organization and Unit Location:			2. Page		1	of 15
3. Mission/Task: Pupil Stick Training			4. Begin Date:	5. End Date:	6. Date Prepared: 25 JUL 19	
7. Operational Phase in which the Mission/Task will be conducted: Equivalent to First Phase. *LNS staff shall demonstrate proper techniques for safely conducting Pupil Stick Training.						
8. Tasks	9. Identify Hazards	10. Initial Risk Level	11. Develop Controls	12. Residual Risk Level	13. Implement Controls ("How To")	14. Responsibility
Mitigate Heat Injuries	Heat Casualties	I/C = 2	Personnel are encouraged to drink ample amounts of water and sports drink per day. Sports drink is provided for Visitors at the chow halls. MCRD Fire Department prepared to handle heat casualties.	II/D = 4	Brief the Escort(s) on monitoring Visitors who seem ill or prone to a heat casualty while also ensuring Visitors have time to replenish fluid intake.	Senior Escort/Each Participant
Mitigate Head, Mouth, Hand, Groin Injuries	Head, Mouth, Hand, Groin Injuries	III/B = 3	Visitors must wear all protective equipment, to include head, mouth, hand, and groin protection.	III/C = 4	Enforce the requirement to wear all protective equipment.	Senior Escort/LNS Staff/Each Participant
Mitigate Risk of Blisters	Blisters	IV/B = 4	Ensure proper gear and footwear fit. Ensure Visitors understand proper foot care and administration	IV/C = 5	Visitors understand the importance of properly fitting	Senior Escort/Each Participant



Mitigate Risk of Reptile/ Insect Bites	Reptile/ Insect Bites	II/B = 2	of self and buddy aid for hotspots/blisters. Visitors will pack extra clothing for changeover if they get wet.  Visitors and Escort(s) are reminded to stay away from any insect nests or animal holes. Escorts ensure that any Visitors near an insect hive or snake move away immediately. Escorts have communication with safety vehicles and MCRD Fire Department IOT quickly evacuate bitten personnel to appropriate medical facilities. Adequate bug spray is packed by every Visitor. Visitors report location of animals or insect hives to Escort(s).	II/C = 3	footwear and that proper foot care is a continuing action. Escort(s) shall provide an in-depth foot care class.  Visitors and Escort(s) are briefed on insect and snake bite dangers, and will keep Visitors out of infested areas. Escorts have communication with safety vehicle and MCRD Fire Department, while ensuring Each Participant has access to bug spray. ID any Visitors and Escort(s) with allergies and ensure appropriate medication is readily available.  Escort(s) identify and mitigate slip hazards prior to training. Injured individuals directed to Beaufort Memorial Hospital if needed. Ensure proper impact medium is in	Senior Escort/Each Participant
Mitigate Risk of Trips/ Slips/ Falls	Trips/ Falls	IV/B = 4		IV/C = 5		Senior Escort/LNS Staff/Each Participant
Mitigate Risk of Dangerous Weather Hazards	Dangerous Weather	I/C = 2		I/D = 3		EOC/Senior Escort
Mitigate Risk of Sunburn	Sunburn	IV/C = 5	Add non-slip surface to, or wipe down all potentially slippery surfaces. Ensure wet surfaces are identified and blocked off while Escorts ensure Visitors safely steer away from slippery surfaces. Visitors will wear proper footwear. They will be briefed regarding the conditions of the training area.  L-5, TS-I and TS II procedures in place and	IV/D = 5		Senior Escort/LNS Staff/Each Participant

		practiced throughout the cycle.  Visitors are given ample time to apply sunscreen.		place and serviceable.  Ensure all Escorts are briefed on actions required for L-5, TS-I and TS-II.  Escorts will encourage the use of the shaded areas as recovery locations; sunburned Visitors will be identified and directed to Beaufort Memorial Hospital for treatment.	
15. Determine Overall Mission/Task Risk Level After Countermeasures Are Implemented: (Circle Highest Remaining Risk Level)	1=Critical	2=Serious Moderate	3-	4- <u>Minor</u>	5-Negligible
16. Medical Support: Advanced Trauma Life Support (ATLS) is required within 1 hour. Support provided (Circle one): Medic Combat Lifesaver ARC/NSC First-Aid Responder	On-site Medical				
17. Prepared by: (Rank, Last Name, Duty Position) Visitor Operations Officer	18. Reviewed by Action Officer/Commander: (Rank, Last Name, Duty Position): MCRD Parris Island G-3, Operations Officer				
19. Risk Decision Authority (Signature Block and Signature):	1 = Critical Risk: Not Applicable 2 = Serious Risk: CG approval required 3 = Moderate Risk: (0-6) or COS approval required 4 = Minor Risk: Senior Escort can approve 5 = Negligible Risk: Not Applicable				

RISK MANAGEMENT WORKSHEET						
1. Organization and Unit Location:		2. Page		3 of 15		
3. Mission/Task: Unit Physical Training to Include Hikes		4. Begin Date:		5. End Date:		6. Date Prepared: 25 JUL 19
7. Operational Phase in which the Mission/Task will be conducted: Equivalent to First Phase. *Escort(s) shall demonstrate proper techniques for safely conducting Physical Training and Forced Marches.						
8. Tasks	9. Identify Hazards	10. Initial Risk Level	11. Develop Controls	12. Residual Risk Level	13. Implement Controls ("How To")	14. Responsibility
Mitigate Heat Injuries	Heat Casualties	I/C = 2	Personnel are encouraged to drink ample amounts of water and sports drink per day. Sports drink is provided for Visitors at the chow halls. MCRD Fire Department prepared to handle heat casualties.	II/D = 4	Brief the Escort(s) on monitoring Visitors who seem ill or prone to a heat casualty while also ensuring Visitors have time to replenish fluid intake.	Senior Escort/Each Participant
Mitigate Lower Extremity Injuries	Lower Extremity Injuries	III/B = 3	Visitors only move through designated course terrain, Visitors maintain awareness of the terrain hazards around them. Ensure Visitors stretch prior to and following each event and movement marches. Ensure impact area is properly turned and prepared for the training event.	III/C = 4	Time/space calculations are maintained for movement to ensure proper speed, Visitors never move in areas that are not on the designated course, Visitors and Escort(s) are encouraged to maintain situational awareness as part of the training.	Senior Escort/Each Participant
Mitigate Risk of Blisters	Blisters	IV/B = 4	Ensuring proper gear and footwear fit. Ensure Visitors understand proper foot care and administration of self and buddy aid for hotspots/blisters. Visitors will pack extra clothing for	IV/C = 5	Visitors understand the importance of	Senior Escort/Each Participant
Mitigate Risk of Reptile/ Insect Bites	Reptile/ Insect Bites	II/B = 2		II/C = 3		Senior Escort/Each Participant

Mitigate Risk of Trips/ Slips/ Falls	Trips/ Falls	IV/B = 4	<p>changeover if they get wet. Ensure non-slip surface is applied to all metal bars.</p> <p>Visitors and Escort(s) are reminded to stay away from any insect nests or animal holes. Escorts ensure that any Visitors near an insect hive or snake move away immediately. Escorts have communication with safety vehicles and MCRD Fire Department IOT quickly evacuate bitten personnel to appropriate medical facilities. Adequate bug spray is packed by every Visitor. Visitors report location of animals or insect hives to Escort(s).</p>	IV/C = 5	<p>properly fitting footwear and that proper foot care is a continuing action. Escort(s) shall provide an in-depth foot care class.</p> <p>Visitors and Escort(s) are briefed on insect and snake bite dangers, and will keep Visitors out of infested areas. Escorts have communication with safety vehicle and MCRD Fire Department, while ensuring Each Participant has access to bug spray. ID any Visitors and Escort(s) with allergies and ensure appropriate medication is readily available.</p> <p>Escort(s) identify and mitigate slip hazards prior to training. Injured individuals directed to Beaufort Memorial Hospital if needed. Ensure proper impact medium is in</p>	Senior Escort/Each Participant
Mitigate Risk of Dangerous Weather Hazards	Dangerous Weather	I/C = 2	<p>Add non-slip surface to, or wipe down all potentially slippery surfaces. Ensure wet surfaces are identified and blocked off while Escorts ensure Visitors safely steer away from slippery surfaces. Visitors will wear proper footwear. They will be briefed regarding the conditions of the training area.</p>	I/D = 3	<p>Escorts have communication with safety vehicle and MCRD Fire Department, while ensuring Each Participant has access to bug spray. ID any Visitors and Escort(s) with allergies and ensure appropriate medication is readily available.</p>	Senior Escort /EOC
Mitigate Risk of Sunburn	Sunburn	IV/C = 5	<p>L-5, TS-I and TS II procedures in place and practiced throughout the cycle.</p>	IV/D = 5	<p>Escort(s) identify and mitigate slip hazards prior to training. Injured individuals directed to Beaufort Memorial Hospital if needed. Ensure proper impact medium is in</p>	Senior Escort/Each Participant
Mitigate Risk of Rope Burn	Rope Burns	III/B = 3		III/C = 4	<p>Escort(s) identify and mitigate slip hazards prior to training. Injured individuals directed to Beaufort Memorial Hospital if needed. Ensure proper impact medium is in</p>	Senior Escort/Each Participant

			<p>Visitors are given ample time to apply sunscreen.</p> <p>Ensure Visitors are using proper technique to climb ropes.</p>	<p>place and serviceable.</p> <p>Ensure all Escorts are briefed on actions required for L-5, TS-I and TS-II.</p> <p>Escorts will encourage the use of the shaded areas as recovery locations; sunburned Visitors will be identified and directed to Beaufort Memorial Hospital for treatment.</p> <p>Escorts shall demonstrate proper technique. Escorts must pay attention to Visitors climbing/ descending ropes to ensure proper foot break and hand-over-hand technique.</p>	
15. Determine Overall Mission/Task Risk Level After Countermeasures Are Implemented: (Circle Highest Remaining Risk Level)	1=Critical	2=Serious Moderate	3-	4- Minor	5-Negligible
16. Medical Support: Advanced Trauma Life Support (ATLS) is required within 1 hour. Support provided (Circle one): Medic	On-site Medical First-Aid Responder ARC/NSC Lifesaver				
17. Prepared by: (Rank, Last Name, Duty Position) Visitor Operations Officer	18. Reviewed by Action Officer/Commander: (Rank, Last Name, Duty Position): MCRD Parris Island G-3 Operations Officer				

19. Risk Decision Authority (Signature Block and Signature):	1 = Critical Risk: Not Applicable 2 = Serious Risk: CG approval required 3 = Moderate Risk: (0-6) or COS approval required 4 = Minor Risk: Senior Escort can approve 5 = Negligible Risk: Not Applicable

**RISK MANAGEMENT WORKSHEET**

1. Organization and Unit Location:		2. Page		5	of	15
3. Mission/Task: Obstacle Course		4. Begin Date:	5. End Date:		6. Date Prepared: 25 JUL 19	
7. Operational Phase in which the Mission/Task will be conducted: Equivalent to First Phase. *Escort(s) shall demonstrate proper techniques for safely negotiating all obstacles.						
8. Tasks	9. Identify Hazards	10. Initial Risk Level	11. Develop Controls	12. Residual Risk Level	13. Implement Controls ("How To")	14. Responsibility
Mitigate Heat Injuries	Heat Casualties	I/C = 2	Personnel are encouraged to drink ample amounts of water and sports drink per day. Sports drink is provided for Visitors at the chow halls. MCRD Fire Department prepared to handle heat casualties.	II/D = 4	Brief the Escort(s) on monitoring Visitors who seem ill or prone to a heat casualty while also ensuring Visitors have time to replenish fluid intake.	Senior Escort/Each Participant
Mitigate Lower Extremity Injuries	Lower Extremity Injuries	III/B = 3	Visitors only move through designated course terrain, Visitors maintain awareness of the terrain hazards around them. Ensure Visitors stretch prior to and following each event and movement marches. Ensure impact area is properly turned and prepared for the training event.	III/C = 4	Time/space calculations are maintained for movement to ensure proper speed, Visitors never move in areas that are not on the designated course, Visitors and Escort(s) are encouraged to maintain situational awareness as part of the training.	Senior Escort/Each Participant
Mitigate Risk of Blisters	Blisters	IV/B = 4	Ensuring proper gear and footwear fit. Ensure Visitors understand proper foot care and administration of self and buddy aid for hotspots/blisters. Visitors will pack extra clothing for	IV/C = 5	Visitors understand the importance of	Senior Escort/Each Participant
Mitigate Risk of Reptile/ Insect Bites	Reptile/ Insect Bites	II/B = 2		II/C = 3		Senior Escort/Each Participant

Mitigate Risk of Trips/ Slips/ Falls	Trips/ Slips/ Falls	IV/B = 4	<p>changeover if they get wet. Ensure non-slip surface is applied to all metal bars.</p> <p>Visitors and Escort(s) are reminded to stay away from any insect nests or animal holes. Escorts ensure that any Visitors near an insect hive or snake move away immediately. Escorts have communication with safety vehicles and MCRD Fire Department IOT quickly evacuate bitten personnel to appropriate medical facilities. Adequate bug spray is packed by every Visitor. Visitors report location of animals or insect hives to Escort(s).</p>	IV/C = 5	<p>properly fitting footwear and that proper foot care is a continuing action. Escort(s) shall provide an in-depth foot care class.</p> <p>Visitors and Escort(s) are briefed on insect and snake bite dangers, and will keep Visitors out of infested areas. Escorts have communication with safety vehicle and MCRD Fire Department, while ensuring Each Participant has access to bug spray. ID any Visitors and Escort(s) with allergies and ensure appropriate medication is readily available.</p> <p>Escort(s) identify and mitigate slip hazards prior to training. Injured individuals directed to Beaufort Memorial Hospital if needed. Ensure proper impact medium is in</p>	Senior Escort /Each Participant
Mitigate Risk of Dangerous Weather Hazards	Dangerous Weather	I/C = 2	<p>Add non-slip surface to, or wipe down all potentially slippery surfaces. Ensure wet surfaces are identified and blocked off while Escorts ensure Visitors safely steer away from slippery surfaces. Visitors will wear proper footwear. They will be briefed regarding the conditions of the training area.</p>	I/D = 3	<p>Escorts have communication with safety vehicle and MCRD Fire Department, while ensuring Each Participant has access to bug spray. ID any Visitors and Escort(s) with allergies and ensure appropriate medication is readily available.</p> <p>Escort(s) identify and mitigate slip hazards prior to training. Injured individuals directed to Beaufort Memorial Hospital if needed. Ensure proper impact medium is in</p>	EOC/Senior Escort
Mitigate Risk of Sunburn	Sunburn	IV/C = 5	<p>Add non-slip surface to, or wipe down all potentially slippery surfaces. Ensure wet surfaces are identified and blocked off while Escorts ensure Visitors safely steer away from slippery surfaces. Visitors will wear proper footwear. They will be briefed regarding the conditions of the training area.</p>	IV/D = 5	<p>Escorts have communication with safety vehicle and MCRD Fire Department, while ensuring Each Participant has access to bug spray. ID any Visitors and Escort(s) with allergies and ensure appropriate medication is readily available.</p> <p>Escort(s) identify and mitigate slip hazards prior to training. Injured individuals directed to Beaufort Memorial Hospital if needed. Ensure proper impact medium is in</p>	Senior Escort /Each Participant
Mitigate Risk of Rope Burn	Rope Burns	III/B = 3	<p>Add non-slip surface to, or wipe down all potentially slippery surfaces. Ensure wet surfaces are identified and blocked off while Escorts ensure Visitors safely steer away from slippery surfaces. Visitors will wear proper footwear. They will be briefed regarding the conditions of the training area.</p>	III/C = 4	<p>Escorts have communication with safety vehicle and MCRD Fire Department, while ensuring Each Participant has access to bug spray. ID any Visitors and Escort(s) with allergies and ensure appropriate medication is readily available.</p> <p>Escort(s) identify and mitigate slip hazards prior to training. Injured individuals directed to Beaufort Memorial Hospital if needed. Ensure proper impact medium is in</p>	Senior Escort /Each Participant
Mitigate Risk of Fall Injury	Obstacle Height	II/B = 2	<p>Add non-slip surface to, or wipe down all potentially slippery surfaces. Ensure wet surfaces are identified and blocked off while Escorts ensure Visitors safely steer away from slippery surfaces. Visitors will wear proper footwear. They will be briefed regarding the conditions of the training area.</p>	II/C = 3	<p>Escorts have communication with safety vehicle and MCRD Fire Department, while ensuring Each Participant has access to bug spray. ID any Visitors and Escort(s) with allergies and ensure appropriate medication is readily available.</p> <p>Escort(s) identify and mitigate slip hazards prior to training. Injured individuals directed to Beaufort Memorial Hospital if needed. Ensure proper impact medium is in</p>	Senior Escort /Each Participant



			<p>Visitors are given ample time to apply sunscreen.</p> <p>Ensure Visitors are using proper technique to climb ropes.</p> <p>Ensure Visitors and Escort(s) know the locations of high obstacles and fall protection is in place in accordance with SOP. Ensure proper technique is instructed and utilized on the course.</p>		<p>place and serviceable.</p> <p>Ensure all Escorts are briefed on actions required for I-5, TS-I and TS-II.</p> <p>Escorts will encourage the use of the shaded areas as recovery locations; sunburned Visitors will be identified and directed to Beaufort Memorial Hospital for treatment.</p> <p>Escorts shall demonstrate proper technique. Escorts must pay attention to Visitors climbing/ descending ropes to ensure proper foot break and hand-over-hand technique.</p> <p>Ensure all Escorts are briefed on all safety precautions and are actively engaged in monitoring Visitors negotiating high obstacles. Ensure proper impact</p>	
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							medium is in place and serviceable.	
15. Determine Overall Mission/Task Risk Level After Countermeasures Are Implemented: (Circle Highest Remaining Risk Level)				1=Critical	2=Serious Moderate	3- <u>3</u>	4-Minor	5-Negligible
16. Medical Support: Advanced Trauma Life Support (ATLS) is required within 1 hour. On-site Medical Support provided (Circle one): Medic Combat Lifesaver ARC/NSC First-Aid Responder								
17. Prepared by: (Rank, Last Name, Duty Position) Visitor Operations Officer				18. Reviewed by Action Officer/Commander: (Rank, Last Name, Duty Position): MCRD Parris Island G-3 Operations Officer				
19. Risk Decision Authority (Signature Block and Signature):				1 = Critical Risk: Not Applicable 2 = Serious Risk: CG approval required 3 = Moderate Risk: (0-6) or COS approval required 4 = Minor Risk: Senior Escort can approve 5 = Negligible Risk: Not Applicable				

RISK MANAGEMENT WORKSHEET									
1. Organization and Unit Location:			2. Page		7		of 15		
3. Mission/Task: Live Fire			4. Begin Date:		5. End Date:		6. Date Prepared: 25 JUL 19		
7. Operational Phase in which the Mission/Task will be conducted: Equivalent to First Phase. *WFTBn staff shall strictly monitor each individual firing position during the conduct of live fire.									
8. Tasks	9. Identify Hazards	10. Initial Risk Level	11. Develop Controls	12. Residual Risk Level	13. Implement Controls ("How To")	14. Responsibility			
Mitigate Heat Injuries	Heat Casualties	I/C = 2	Personnel are encouraged to drink ample amounts of water and sports drink per day. Sports drink is provided for Visitors at the chow halls. MCRD Fire Department prepared to handle heat casualties.	II/D = 4	Brief the Escort(s) on monitoring Visitors who seem ill or prone to a heat casualty while also ensuring Visitors have time to replenish fluid intake.	Senior Escort /Each Participant			
Mitigate Gunshot Injuries	Gunshot Injuries	I/C = 2	Provide period of instruction on weapons safety and the proper use of the weapon system. Provide safety personnel who will strictly oversee the firing of the weapons system.	I/D = 3	IAW WFTBn SOP, instruction on the safe and proper use of the weapons will occur at the ISMT and on the rifle range. During live fire, there will be a WFTBn staff member providing strict over watch at each firing position. Visitors will be closely monitored as they fire the weapons.	Senior Escort /Each Participant			
Mitigate Risk of Reptile/ Insect Bites	Reptile/ Insect Bites	II/B = 2	Visitors and Escort(s) are reminded to stay away from any insect nests or animal holes. Escorts ensure that any Visitors near an insect hive or snake move away immediately. Escorts have	II/C = 3	Visitors and Escort(s) are				

Mitigate Risk of Dangerous Weather Hazards	Dangerous Weather	I/C = 2	communication with safety vehicles and MCRD Fire Department IOT quickly evacuate bitten personnel to appropriate medical facilities. Adequate bug spray is packed by every Visitor. Visitors report location of animals or insect hives to Escort(s).	I/D = 3	briefed on insect and snake bite dangers, and will keep Visitors out of infested areas. Escorts have communication with safety vehicle and MCRD Fire Department, while ensuring Each Participant has access to bug spray. ID any Visitors and Escort(s) with allergies and ensure appropriate medication is readily available.	EOC/Senior Escort
Mitigate Risk of Sunburn	Sunburn	IV/C = 5	L-5, TS-I and TS II procedures in place and practiced throughout the cycle.  Visitors are given ample time to apply sunscreen.	IV/D = 5	Ensure all Escorts are briefed on actions required for L-5, TS-I and TS-II.  Escorts will encourage the use of the shaded areas as recovery locations; sunburned Visitors will be identified and directed to Beaufort Memorial Hospital for treatment.	Senior Escort /Each Participant
15. Determine Overall Mission/Task Risk Level After Countermeasures Are Implemented: (Circle Highest Remaining Risk Level)						
			1=Critical	2=Serious Moderate	3- 4-Minor	5-Negligible

16. Medical Support: Advanced Trauma Life Support (ATLS) is required within 1 hour. On-site Medical Support provided (Circle one):      Combat Lifesaver      ARC/NSC First-Aid Responder      None	
17. Prepared by: (Rank, Last Name, Duty Position) Visitor Operations Officer	18. Reviewed by Action Officer/Commander: (Rank, Last Name, Duty Position): MCRD Parris Island G-3 Operations Officer
19. Risk Decision Authority (Signature Block and Signature):	
1 = Critical Risk: Not Applicable 2 = Serious Risk: CG approval required 3 = Moderate Risk: (0-6) or COS approval required 4 = Minor Risk: Senior Escort can approve 5 = Negligible Risk: Not Applicable	

RISK MANAGEMENT WORKSHEET									
1. Organization and Unit Location:		2. Page		9 of		15			
3. Mission/Task: Leadership Reaction Course		4. Begin Date:		5. End Date:		6. Date Prepared: 25 JUL 19			
7. Operational Phase in which the Mission/Task will be conducted: Equivalent to First Phase. * WFTBn will assess if conditions are favorable to run the Leadership Reaction Course. Escort(s) and/or WFTBn staff shall demonstrate proper techniques for safely negotiating all obstacles. Injured individuals will be directed to BMH if needed.									
8. Tasks	9. Identify Hazards	10. Initial Risk Level	11. Develop Controls	12. Residual Risk Level	13. Implement Controls ("How To")	14. Responsibility			
Mitigate Heat Injuries	Heat Casualties	I/C = 2	Personnel are encouraged to drink ample amounts of water and sports drink per day. Sports drink is provided for Visitors at the chow halls. MCRD Fire Department prepared to handle heat casualties.	II/D = 4	Brief the Escort(s) on monitoring Visitors who seem ill or prone to a heat casualty while also ensuring Visitors have time to replenish fluid intake.	Senior Escort /Each Participant			
Mitigate Lower Extremity Injuries	Lower Extremity Injuries	III/B = 3	Visitors only move through designated course terrain, Visitors maintain awareness of the terrain hazards around them. Ensure Visitors stretch prior to and following each event and movement marches. Ensure impact area is properly turned and prepared for the training event.	III/C = 4	Safety Briefs, WFTBn SOP, Depot Crucible Order, Permanent Personnel enforce rules/regulations, and additional personnel designated as safety enforcers.	Senior Escort/WFTBn staff/Each Participant			
Mitigate Risk of Blisters	Blisters	IV/B = 4	Ensuring proper gear and footwear fit. Ensure Visitors understand proper foot care and administration of self and buddy aid for hotspots/blisters. Visitors will pack extra clothing for	IV/C = 5	Safety Briefs, WFTBn SOP, Depot Crucible Order, Permanent Personnel enforce	Senior Escort/WFTBn staff/Each Participant			
Mitigate Risk of Reptile/ Insect Bites	Reptile/ Insect Bites	II/B = 2		II/C = 3					

Mitigate Risk of Trips/ Slips/ Falls	Trips/ Slips/ Falls	IV/B = 4	changeover if they get wet. Ensure non-slip surface is applied to all metal bars.  Visitors and Escort(s) are reminded to stay away from any insect nests or animal holes. Escorts ensure that any Visitors near an insect hive or snake move away immediately. Escorts have communication with safety vehicles and MCRD Fire Department IOT quickly evacuate bitten personnel to appropriate medical facilities. Adequate bug spray is packed by every Visitor. Visitors report location of animals or insect hives to Escort(s).	IV/C = 5	rules/regulations, and additional personnel designated as safety enforcers. Escort(s) shall provide an in-depth foot care class.  Visitors and Escort(s) are briefed on insect and snake bite dangers, and will keep Visitors out of infested areas. Escorts have communication with safety vehicle and MCRD Fire Department, while ensuring Each Participant has access to bug spray. ID any Visitors and Escort(s) with allergies and ensure appropriate medication is readily available.  Safety Briefs, WFTBn SOP, Depot Crucible Order, Permanent Personnel enforce rules/regulations, and additional personnel designated as safety enforcers.	Senior Escort /Each Participant
Mitigate Risk of Dangerous Weather Hazards	Dangerous Weather	I/C = 2		I/D = 3		Senior Escort/WFTBn staff/Each Participant
Mitigate Risk of Sunburn	Sunburn	IV/C = 5	Add non-slip surface to, or wipe down all potentially slippery surfaces. Ensure wet surfaces are identified and blocked off while Escorts ensure Visitors safely steer away from slippery surfaces. Visitors will wear proper footwear. They will be briefed regarding the conditions of the training area.	IV/D = 5		EOC/ Senior Escort/WFTBn staff
Mitigate Risk of Rope Burn	Rope Burns	III/B = 3		III/C = 4		Senior Escort/Each Participant
Mitigate Risk of Fall Injury	Obstacle Height	II/B = 2	L-5, TS-I and TS II procedures in place and	II/C = 3		Senior Escort/WFTBn staff/Each Participant

Mitigate Risk of Falling Object Impact	Falling Objects	II/B = 2	<p>practiced throughout the cycle.</p> <p>Visitors are given ample time to apply sunscreen.</p> <p>Ensure Visitors are using proper technique to climb ropes. Escort(s)/ WFTBn Staff shall demonstrate proper technique. Escorts must pay attention to visitors climbing/ descending ropes to ensure proper foot break and hand-over-hand technique.</p> <p>Ensure Visitors and Escort(s) know the locations of high obstacles and fall protection is in place in accordance with SOP. Ensure proper technique is instructed and utilized on the course. Visitors will wear proper footwear. They will be briefed regarding the conditions of the training area. They will not jump from one plank to another.</p> <p>Visitors will not be in a position where they are positioned underneath potential falling objects. WFTBn Staff and Escort(s)</p>	II/C = 3	<p>Ensure proper impact medium is in place and serviceable.</p> <p>Ensure all Escorts are briefed on actions required for I-5, TS-I and TS-II.</p> <p>Escorts will encourage the use of the shaded areas as recovery locations; sunburned Visitors will be identified and directed to Beaufort Memorial Hospital for treatment.</p> <p>Safety Briefs, WFTBn SOP, Depot Crucible Order, Permanent Personnel enforce rules/regulations, and additional personnel designated as safety enforcers.</p> <p>Safety Briefs, WFTBn SOP, Depot Crucible Order, Permanent Personnel enforce rules/regulations, and additional personnel</p>	Senior Escort/WFTBn staff/Each Participant
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			will brief Visitors not to be in a position where they will be underneath a possible falling object, as well as how to properly use equipment.		designated as safety enforcers.  WFTBn Staff and Escort(s) will brief Visitors not to be in a position where they will be underneath a possible falling object, as well as how to properly use equipment.	
15. Determine Overall Mission/Task Risk Level After Countermeasures Are Implemented: (Circle Highest Remaining Risk Level)	1=Critical	2=Serious Moderate	3-	4- Minor	5-Negligible	
16. Medical Support: Advanced Trauma Life Support (ATLS) is required within 1 hour. Support provided (Circle one):      Medic      Combat Lifesaver      ARC/NSC First-Aid Responder      On-site Medical						
17. Prepared by: (Rank, Last Name, Duty Position) Visitor Operations Officer	18. Reviewed by Action Officer/Commander: (Rank, Last Name, Duty Position): MCRD Parris Island G-3 Operations Officer					
19. Risk Decision Authority (Signature Block and Signature):						1 = Critical Risk: Not Applicable 2 = Serious Risk: CG approval required 3 = Moderate Risk: (0-6) or COS approval required 4 = Minor Risk: Senior Escort can approve

**RISK MANAGEMENT WORKSHEET**

1. Organization and Unit Location:		2. Page		11	of	15
3. Mission/Task: Confidence Course		4. Begin Date:		5. End Date:		6. Date Prepared: 25 JUL 19
7. Operational Phase in which the Mission/Task will be conducted: Equivalent to First Phase. *Escort(s) and LNS staff shall demonstrate proper techniques for safely negotiating all obstacles. Injured individuals will be directed to Beaufort Memorial Hospital if needed.						
8. Tasks	9. Identify Hazards	10. Initial Risk Level	11. Develop Controls	12. Residual Risk Level	13. Implement Controls ("How To")	14. Responsibility
Mitigate Heat Injuries	Heat Casualties	I/C = 2	Personnel are encouraged to drink ample amounts of water and sports drink per day. Sports drink is provided for Visitors at the chow halls. MCRD Fire Department prepared to handle heat casualties.	II/D = 4	Brief the Escort(s) on monitoring Visitors who seem ill or prone to a heat casualty while also ensuring Visitors have time to replenish fluid intake.	Senior Escort/Each Participant
Mitigate Lower Extremity Injuries	Lower Extremity Injuries	III/B = 3	Visitors only move through designated course terrain, Visitors maintain awareness of the terrain hazards around them. Ensure Visitors stretch prior to and following each event and movement marches. Ensure impact area is properly turned and prepared for the training event.	III/C = 4	Time/space calculations are maintained for movement to ensure proper speed, Visitors never move in areas that are not on the designated course, Visitors and Escort(s) are encouraged to maintain situational awareness as part of the training.	Senior Escort/LNS Staff/Each Participant
Mitigate Risk of Blisters	Blisters	IV/B = 4	Ensuring proper gear and footwear fit. Ensure Visitors understand proper foot care and administration of self and buddy aid for hotspots/blisters. Visitors	IV/C = 5		Senior Escort/Each Participant
Mitigate Risk of Reptile/Insect Bites	Reptile/Insect Bites	II/B = 2		II/C = 3		Senior Escort/Each Participant

Mitigate Risk of Trips/ Slips/ Falls	Trips/ Slips/ Falls	IV/B = 4	will pack extra clothing for changeover if they get wet. Ensure non-slip surface is applied to all metal bars.  Visitors and Escort(s) are reminded to stay away from any insect nests or animal holes. Escorts ensure that any Visitors near an insect hive or snake move away immediately. Escorts have communication with safety vehicles and MCRD Fire Department IOT quickly evacuate bitten personnel to appropriate medical facilities. Adequate bug spray is packed by every Visitor. Visitors report location of animals or insect hives to Escort(s).	IV/C = 5	Visitors understand the importance of properly fitting footwear and that proper foot care is a continuing action. Escort(s) shall provide an in-depth foot care class.  Visitors and Escort(s) are briefed on insect and snake bite dangers, and will keep Visitors out of infested areas. Escorts have communication with safety vehicle and MCRD Fire Department, while ensuring Each Participant has access to bug spray. ID any Visitors and Escort(s) with allergies and ensure appropriate medication is readily available.  Escort(s) identify and mitigate slip hazards prior to training. Injured individuals directed to Beaufort Memorial Hospital if needed.	Senior Escort/LNS Staff/Each Participant
Mitigate Risk of Dangerous Weather Hazards	Dangerous Weather	I/C = 2	Appropriate medical facilities. Adequate bug spray is packed by every Visitor. Visitors report location of animals or insect hives to Escort(s).	I/D = 3	Escorts have communication with safety vehicle and MCRD Fire Department, while ensuring Each Participant has access to bug spray. ID any Visitors and Escort(s) with allergies and ensure appropriate medication is readily available.	EOC/ Senior Escort/LNS Staff/Each Participant
Mitigate Risk of Sunburn	Sunburn	IV/C = 5	Add non-slip surface to, or wipe down all potentially slippery surfaces. Ensure wet surfaces are identified and blocked off while Escorts ensure Visitors safely steer away from slippery surfaces. Visitors will wear proper footwear. They will be briefed regarding the conditions of the training area.	IV/D = 5	Escorts have communication with safety vehicle and MCRD Fire Department, while ensuring Each Participant has access to bug spray. ID any Visitors and Escort(s) with allergies and ensure appropriate medication is readily available.	Senior Escort/Each Participant
Mitigate Risk of Rope Burn	Rope Burns	III/B = 3	Appropriate medical facilities. Adequate bug spray is packed by every Visitor. Visitors report location of animals or insect hives to Escort(s).	III/C = 4	Escorts have communication with safety vehicle and MCRD Fire Department, while ensuring Each Participant has access to bug spray. ID any Visitors and Escort(s) with allergies and ensure appropriate medication is readily available.	Senior Escort/LNS Staff/Each Participant
Mitigate Risk of Fall Injury	Obstacle Height	II/B = 2	L-5, TS-I and TS II procedures in place and practiced throughout the cycle.	II/C = 3	Escorts have communication with safety vehicle and MCRD Fire Department, while ensuring Each Participant has access to bug spray. ID any Visitors and Escort(s) with allergies and ensure appropriate medication is readily available.	Senior Escort/LNS Staff/Each Participant

Mitigate Risk of Drowning	Drowning	I/C = 2	Visitors are given ample time to apply sunscreen.  Ensure Visitors are using proper technique to climb ropes.  Ensure Visitors and Escort(s) know the locations of high obstacles and fall protection is in place in accordance with SOP. Ensure proper technique is instructed and utilized on the course.  Ensure Visitors and Escort(s) know the locations of flotation devices in place: rescue tube (1), ring bouie (1), Sheppard crook (1)	I/D = 3	Ensure proper impact medium is in place and serviceable.  Ensure all Escorts are briefed on actions required for L-5, TS-I and TS-II.  Escorts will encourage the use of the shaded areas as recovery locations; sunburned Visitors will be identified and directed to Beaufort Memorial Hospital for treatment.  Escorts shall demonstrate proper technique. Escorts must pay attention to Visitors climbing/ descending ropes to ensure proper foot break and hand-over-hand technique.  Ensure all Escorts are briefed on all safety precautions and are actively engaged in monitoring Visitors negotiating high	Staff/Each Participant  Senior Escort/LNS Staff/Each Participant
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						obstacles. Ensure proper impact medium is in place and serviceable.  Escort(s)/ LNS Staff must pay attention to Visitors climbing/negotiating obstacles to ensure Visitors receive help out of water if necessary.	
15. Determine Overall Mission/Task Risk Level After Countermeasures Are Implemented: (Circle Highest Remaining Risk Level)	1=Critical	2=Serious Moderate	3- <u>3</u>	4-Minor	5-Negligible		
16. Medical Support: Advanced Trauma Life Support (ATLS) is required within 1 hour. provided (Circle one):      Medic      Combat Lifesaver      ARC/NSC First-Aid Responder      None	On-site Medical Support						
17. Prepared by: (Rank, Last Name, Duty Position) Visitor Operations Officer	18. Reviewed by Action Officer/Commander: (Rank, Last Name, Duty Position): MCRD Parris Island G-3 Operations Officer						
19. Risk Decision Authority (Signature Block and Signature):	1 = Critical Risk: Not Applicable 2 = Serious Risk: CG approval required 3 = Moderate Risk: (0-6) or COS approval required 4 = Minor Risk: Senior Escort can approve 5 = Negligible Risk: Not Applicable						

RISK MANAGEMENT WORKSHEET									
1. Organization and Unit Location:		2. Page		13 of		15			
3. Mission/Task: Rappelling Tower		4. Begin Date:		5. End Date:		6. Date Prepared: 25 JUL 19			
7. Operational Phase in which the Mission/Task will be conducted: Equivalent to First Phase. * WFTBn shall assess if conditions are favorable to conduct Rappelling Tower operations. WFTBn staff shall demonstrate proper techniques for safely negotiating the Rappelling Tower, and the Safety Officer will be prepared to show MCRD G-3 that the safety checklist is complete prior to conducting Rappelling Tower operations.									
8. Tasks	9. Identify Hazards	10. Initial Risk Level	11. Develop Controls	12. Residual Risk Level	13. Implement Controls ("How To")	14. Responsibility			
Mitigate Heat Injuries	Heat Casualties	II/C = 2	Visitors will carry (1) container at all times during seat classes. Visitors are encouraged to drink ample amounts of water and sports drink per day. Sports drink is provided for Visitors at the chow halls. A Water Bull will be dropped by the port-a-johns every Monday before 0700. MCRD Fire Department prepared to handle heat casualties.	II/D = 4	Brief the Escort(s) on monitoring Visitors who seem ill or prone to a heat casualty while also ensuring Visitors have time to replenish fluid intake.	WFTBn DNCO/Safety officer/Rappel Master/Instructors/Ground Safety/Senior Escort/Each Participant			
Mitigate Cold Weather Injuries	Cold Weather Casualties	II/C = 3	Visitors will carry (1) container at all times during seat classes. Visitors are encouraged to drink ample amounts of water and sports drink per day. Sports drink is provided for Visitors at the chow halls. A Water Bull will be dropped by the port-a-johns every Monday before 0700. MCRD Fire Department prepared to handle casualties. If temperatures	II/D = 4	Safety Briefs, WFTBn SOP, Permanent Personnel enforce rules/regulations, and additional personnel designated as safety enforcers.	WFTBn DNCO/Safety officer/Rappel Master/Instructors/Ground Safety/Senior Escort/Each Participant			
Mitigate Risk of Trips/Slips	Trips/Slips	II/C = 3							

Mitigate Risk of Dangerous Weather Hazards	Dangerous Weather	II/C = 3	are below 40 degrees, or there is ice formed on the tower, rappel operations will be cancelled. Safety Officer and permanent personnel will inspect tower for slippery or hazardous surfaces prior to rappel.  Visitors will not run on the tower. Safety officer along with Permanent Personnel will inspect tower for slippery or hazardous surfaces prior to conducting rappel operations.	III/C = 4	Safety Briefs, WFTBn SOP, Permanent Personnel enforce rules/regulations, and additional personnel designated as safety enforcers.	WFTBn DNCO/Safety officer/Rappel Master/Instructors/Ground Safety/Senior Escort/Each Participant  EOC, WFTBn DNCO/Safety officer/Rappel Master/Instructors/Ground Safety/Senior Escort/Each Participant
Mitigate Risk of Rope Burn	Rope Burns	III/B = 3		IV/B = 4	Safety Briefs, WFTBn SOP, Permanent Personnel enforce rules/regulations, and additional personnel designated as safety enforcers.	WFTBn DNCO/Safety officer/Rappel Master/Instructors/Ground Safety/Senior Escort/Each Participant
Mitigate Risk of Fall Injury	Obstacle Height	II/C = 3	L-5, TS-I and TS II procedures in place and practiced throughout the cycle.  Ensure Visitors use proper technique to descend ropes. Participants will don proper safety gear in accordance with WFTBn SOP.  Ensure fall protection is in place in accordance with SOP. Mulch shall be fluffed at the base of the tower before each use. Ensure proper technique	II/D = 4	Safety Briefs, WFTBn SOP, Permanent Personnel enforce rules/regulations, and additional personnel designated as safety enforcers. Gloves will be issued to all participants.	WFTBn DNCO/Safety officer/Rappel Master/Instructors/Ground Safety/Senior Escort/Each Participant

			is instructed and utilized on the tower.		enforce rules/regulations, and additional personnel designated as safety enforcers. Ensure safety precautions are briefed and personnel are actively engaged in monitoring participants. Ensure proper impact medium is in place and serviceable.	
15. Determine Overall Mission/Task Risk Level After Countermeasures Are Implemented: (Circle Highest Remaining Risk Level)	1=Critical	2=Serious Moderate	3-	4- Minor	5-Negligible	
16. Medical Support: Advanced Trauma Life Support (ATLS) is required within 1 hour. Support provided (Circle one): Medic None	Combat Lifesaver					On-site Medical ARC/NSC First-Aid Responder
17. Prepared by: (Rank, Last Name, Duty Position) Visitor Operations Officer	18. Reviewed by Action Officer/Commander: (Rank, Last Name, Duty Position): MCRD Parris Island G-3 Operations Officer					
19. Risk Decision Authority (Signature Block and Signature):	1 = Critical Risk: Not Applicable 2 = Serious Risk: CG approval required 3 = Moderate Risk: (0-6) or COS approval required 4 = Minor Risk: Senior Escort can approve 5 = Negligible Risk: Not Applicable					



## Risk Matrix

Risk Assessment Code	Hazard Severity	Mishap Probability			
		A	B	C	D
1- Critical	I	1	1	2	3
2- Serious	II	1	2	3	4
3- Moderate	III	2	3	4	5
4- Minor	IV	3	4	5	5
5- Negligible					

**HAZARD SEVERITY** - Determines how bad the results would be if the hazard caused a mishap. Qualitatively categorized from 1 to 4, with 1 being the most severe.

Cat I: Death, loss of facility/asset or result in grave damage to national interests.  
 Cat II: Severe injury, illness, property damage, damage to national or service interests or degradation.  
 Cat III: Minor injury, illness, property damage, damage to national or service interests or degradation.  
 Cat IV: Minimal threat to personnel safety or health, property, national, service or command interests use of assets.

**MISHAP PROBABILITY** - Determines how likely the hazard could cause a mishap. Qualitatively categorized from A to D, with A being the most probable.  
 Subcategory A: A mishap will occur immediately or within a short period of time.  
 Subcategory B: Will cause a mishap in time.  
 Subcategory C: May cause a mishap in time.  
 Subcategory D: Unlikely to cause a mishap.

APPENDIX B

Transportation of Non-Emergent Non-DoD Personnel to BMH

Because neither BMC nor NHB is authorized to provide non-emergent routine medical care for non-DoD personnel, such cases will be referred to BMH. Preferred forms of transportation for non-emergent cases are listed below and numbered as preferred courses of action (COA):

COA #1: A representative from the visiting group transports the non-DoD member of their visiting group to BMH via their own form of transportation.

COA #2: An active duty military or DoD civilian employee transports the non-DoD member of the visiting group via government vehicle to BMH with an accompanying adult member of the visiting group present in the government vehicle.

COA #3: An active duty military or DoD civilian employee transports the non-DoD member of the visiting group via the active duty military or DoD civilian employee's personal vehicle to BMH with an accompanying adult member of the visiting group present in the active duty military or DoD civilian employee's personal vehicle.

Liability

If an accident were to occur while the active duty military or DoD civilian employee was transporting the non-DoD person, as long as the active duty military or DoD civilian employee is acting in the line of duty, then that person would not be held legally liable for any accidents, injury to the passengers, and/or property damages.

If an accident were to occur while the active duty military or DoD civilian employee was transporting the non-DoD person, if the active duty military or DoD civilian employee was not acting in the line of duty, then that person would be held legally liable for any accidents, injury to the passengers, and/or property damages.

References

See the following correspondence for background information.



**UNITED STATES MARINE CORPS**  
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION  
P.O. BOX 19001  
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

5800  
SJA

**DEC 01 2011**

From: Civil Law Officer  
To: Visitor Operations Officer

Subj: LEGAL LIABILITY SURROUNDING THE TRANSPORTATION OF NON-  
MILITARY VISITORS TO THE HOSPITAL IN EMERGENCY SITUATIONS

Ref: (a) 28 U.S.C. § 2674  
(b) 28 U.S.C. § 2679  
(c) 28 U.S.C. § 2671

1. Background. Recently a JROTC midshipman was transported to Beaufort Memorial Hospital for emergency medical treatment. Since the JROTC group did not have an available POV a Drill Instructor escort used a Government vehicle to transport the student and his instructor back to MCRD Parris Island after treatment. The Command has requested more information about the legal liability that could result if similar situations arise in the future.

2. Issue. What legal liability concerns arise from transporting a non-military visitor to and from Beaufort Memorial Hospital?

3. Conclusion. Legal liability to the government or to the vehicle driver for an accident which occurs while transporting a non-military visitor to and from Beaufort Memorial Hospital can result.

4. Discussion:

a. Under reference (a), the United States is liable for tort claims to the same extent as a private individual. Paragraph (b)(1) of reference (b) and reference (c) prevent active duty military personnel or DoD civilians from being sued for torts committed within their scope of employment or in the line of duty. If active duty military personnel or DoD civilians are not acting within the scope of their employment or in the line of duty, then the individual may be personally liable for any tort he or she commits.

b. There is a spectrum of potential legal liability for the government based upon how the three factors are combined. If the non-military visitor is transported to the hospital in:

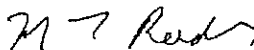
(1) An ambulance, then the ambulance service would be legally liable for any accidents.

(2) The visiting organization's POV with a civilian driver, then the visiting organization and/or the civilian driver would be legally liable for any accidents.

(3) A GOV with an active duty military or DoD civilian employee driver acting in the line of duty, then the government will be liable for any accidents. The driver would not be liable as long as the driver is acting within the line of duty.

(4) A POV with an active duty military or DoD civilian employee driver not acting in the line of duty, then the government would not be liable for any accidents. The driver would be personally liable for any injuries to passenger and any property damage.

5. Recommendation. From a legal perspective, the options in paragraphs (b)(1)&(2), above, are the preferred methods of transportation, as the government and government personnel would remain free of potential legal liability resulting from an accident. However, all four of options listed in paragraph (b), above, are legally permissible.



M. T. REEDER

--- Original Message-----

From: Reeder Capt Matthew T  
Sent: Monday, December 05, 2011 10:48 AM  
To: Stuckey Capt Rafe L  
Subject: RE: Legal Liability surrounding the transportation of non-military visitors to the hospital in emergency situations

Unless his behavior rose to a level on par with criminal negligence, he would not be personally liable.

Matt Reeder  
Captain, USMC  
Civil Law Officer  
MCRD Parris Island  
(843) 228-4495

-----Original Message-----

From: Stuckey Capt Rafe L  
Sent: Monday, December 05, 2011 10:46  
To: Reeder Capt Matthew T; Engel 2ndLt Seth M  
Subject: RE: Legal Liability surrounding the transportation of non-military visitors to the hospital in emergency situations

Gentlemen,

I assume that if a military escort uses his/her POV, and they are in the line of duty when an accident occurs, then the military escort would not be held legally liable. Is this correct?

Very Respectfully,  
Capt Rafe Stuckey  
Visitor Operations  
MCRD Parris Island, SC  
843-228-3698/2034  
DSN: 335-3698/2034  
Cell: 843-441-7363

-----Original Message-----

From: Orihuela LCpl Christian J  
Sent: Monday, December 05, 2011 9:22 AM  
To: Stuckey Capt Rafe L  
Cc: Reeder Capt Matthew T; Engel 2ndLt Seth M  
Subject: Legal Liability surrounding the transportation of non-military visitors to the hospital in emergency situations

Good Morning Sir,

Attached is the Ethics Opinion concerning legal liability in transporting non-military visitors to the hospital in emergency situations.

Very Respectfully,  
Christian J. Orihuela  
Lance Corporal, U.S. Marine Corps  
Civil Law Clerk  
Parris Island, SC  
(843) 228-4241